

## Essential Skills

# Creative Path – Information Technology

This career path focuses on answering questions/resolving computer problems for clients in person, via telephone, or electronically. Additionally, helping with the use of computer hardware and software, including printing, installation, word processing, electronic mail, programming/coding and operating systems is common in this path.

## Creative Path – Information Technology Programs at Great Oaks

Program	Location
Information Technology	Laurel, Scarlet
IT Academy	Diamond, Live

## Next Ready Skills

Each career path has a specific set of skills/abilities that employees need for success in the industry. It is recommended that students have, are developing or can develop the skills/abilities listed below.

Effective Communicator	<ul style="list-style-type: none"><li>Express/explain thoughts and ideas individually and in groups</li><li>Write/document/record information accurately</li><li>Listen/relay accurate information in written/verbal manner</li><li>Follow multi-step instructions in sequence</li><li>Read and interpret technical information (hardware/software)</li><li>Practice professional social communication (social media/workplace conversations)</li></ul>
Critical Thinking	<ul style="list-style-type: none"><li>Develop/follow sequenced activities accurately</li><li>Solve challenging problems without clear answers (persistence)</li><li>Determine courses of action after reading/watching instructional content</li><li>Apply mathematical logic (programming/electrical power requirements)</li></ul>
Adaptable Navigator	<ul style="list-style-type: none"><li>Work independently with minimal supervision/high attention to detail</li><li>Develop/follow sequenced activities accurately</li><li>Anticipate client needs and respond accordingly</li><li>Respond/adapt to changes in software/scope of work/project needs</li></ul>
Accountable Employee	<ul style="list-style-type: none"><li>Be on time, honest, keep commitments and complete work in a timely manner</li><li>Follow ethical work practices including honesty/trustworthiness</li><li>Follow management techniques to organize/maintain/protect digital content</li><li>Participate in class/lab activities/discussions/teamwork</li><li>Connect/network with industry professionals</li><li>Able to work alone to achieve industry certifications</li></ul>
Skilled Professional	<ul style="list-style-type: none"><li>Maintain accurate records/problem-solving steps/cabling schematics</li><li>Understand/decipher what others need to solve problems</li><li>Solve problems that many have multiple correct solutions</li><li>Develop a career path plan</li><li>Build career-focused technical/professional skills</li></ul>

## Technology and Software

All career & technical education programs utilize various software and industry-specific equipment to prepare students for their careers. Students will independently access and use various online resources, technology, and equipment.

Here is an overview of key online and computer technology used in this pathway:

Vendor	Software/Learning Management System
Certiport	Gmetrix digital learning/pretesting platform
CompTIA TestOut	Digital technology courseware/learning platform
Schoology/Canvas	Learning management systems
Microsoft Office	Word, PowerPoint, Excel and Outlook

## Industry Credentials/Certifications

Credentials/certifications demonstrate knowledge and skills. They are typically earned by successfully completing an exam or skill-related training program. Exams are developed by industry professionals, not high school educators, and are used to verify that students have the skills needed for work.

Students can earn industry credentials/certifications while at Great Oaks. Available accommodations are subject to vendor and/or State of Ohio approval. Some credential/certification exams do not allow any accommodations. Contact campus Intervention Specialist for the most up-to-date permitted accommodations.

Permitted accommodations may include:

Extended time

Read-aloud/translation services

## Post-secondary

Great Oaks offers college credit courses in both academic and career technical programs.

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| College Credit Plus (CCP)                 | • The CCP program provides Ohio high school students an opportunity to complete college courses and earn transcribed credit.  |
| Career Technical Assurance Guides (CTAGs) | • CTAGs award college credit for career-technical coursework to students who complete an approved course and earn a qualifying score on the end of course exam or, in some cases earn an industry credential. |
| Articulated Credit                        | • Some Great Oaks career-technical programs have agreements with colleges where students can earn credit toward a specific degree.  |

## Additional Pathway Considerations

Some career pathways have additional standards students must meet to fully participate in Great Oaks programs. Programs in this pathway have additional recommendations to fully experience learning opportunities and earn industry credentials/certifications.

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|---------------------|---|
| Academic strengths  | <ul style="list-style-type: none"><li>• Science (electronics/electricity)</li><li>• Math (ratios/arrays/binary/hexadecimal/logic/flowcharts)</li><li>• Oral/written communication</li></ul>   |
| Safety              | <ul style="list-style-type: none"><li>• Work safely with electronic equipment (disconnect/discharge stored power)</li><li>• Work safely with sharp parts</li><li>• Work safely with precise/fragile/small parts</li></ul>   |
| Career expectations | <ul style="list-style-type: none"><li>• Troubleshoot issues that may have multiple problems</li><li>• Understand ethical considerations of using digital content (copyright/AI/privacy)</li><li>• Set up/configure equipment (monitors, wireless networks/printers)</li><li>• Install/configure Windows OS on laptops/desktops</li><li>• Install software/applications for specific uses</li><li>• Read/understand cabling diagrams</li><li>• Develop/follow complex multi-step instructions</li><li>• Communicate technical information to non-technical clients</li><li>• Distinguish details/differences visually</li><li>• Differentiate various sounds</li><li>• Perceive distance/depth of objects in space</li><li>• Stoop/bend/walk/carry items safely</li><li>• Use electronic equipment and troubleshoot issues</li><li>• Work in small/confined areas and use ladders</li><li>• Use fine motor skills (precision hand tools/small screws/cables/wires/electronic parts)</li><li>• Lift and carry heavy objects (up to 50 pounds)</li></ul> |