

Self-Test: Do you have these skills?

Scenario A:

You are at work and your boss asks you to create a document with your current clients' needs, create a spreadsheet with all of the client information, and he then wants you to email it to several work team members. What technology resources would you use to complete this task?

Your Answer:

Scenario B:

You are working in the Agriculture industry as a conservationist. This means that you design or improve farm equipment and products. How could computer skills help you in this field?

Your Answer:



Answers:

Scenario A: *You will need to know how to use the following:*

- *Data Entry/Spreadsheet Application Program (i.e. Microsoft Excel, Apache OpenOffice)*
- *Internet (i.e. Internet Explorer, Mozilla Firefox, Google Chrome, etc.)*
- *E-Mail System*

Most employers require that workers have general computer knowledge, which includes the above listed tools. Here are some other systems and tools employers will want you to have a general knowledge of:

- *Printer/Copier/Scanner*
- *Computer Related Devices (i.e. Mouse, Speakers, Monitor, Camera, etc.)*
- *Storage Media (i.e. Hard Drives, CD-ROM, Flash Drive)*
- *Collaborative Tools (i.e., Google Docs)*
- *Database Management System (i.e. Microsoft Access, Apache OpenOffice)*
- *Word Processing Program (i.e. Microsoft Word, Apache OpenOffice)*
- *Presentation Program (i.e., PowerPoint, Prezi, Apache OpenOffice)*

Scenario B: *As a conservationist you will need computer skills to:*

- *create designs to improve farm equipment,*
- *research,*
- *send ideas to others, and*
- *keep track of financials (depending on the company and your position).*

Most others in this industry need computer skills for a lot of every-day activities as well. Here are a few examples of agriculture industry computer skills:

- *Keeping production records (crop or livestock)*
- *Commodity price tracking on the internet*
- *Using Controller Area Networks (CANs) on tractors and self-propelled equipment*
- *Control seeding or chemical application rate automatically using GIS and GPS*
- *Using Programmable Logic Controllers (PLCs)*
- *Using computerized farm equipment and tools*
- *Using Integrated Pest Management (IPM)*

