

# CS1010: The Skills in Unit 3

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## WHAT'S COVERED

In this lesson, you will learn how technology, productivity, results driven, and initiative skills connect to important choices you make when it comes to digital tools.

Specifically, this lesson will cover:

1. Skills in This Unit
2. Technology and Careers

## 1. Skills in This Unit

As you begin your third unit, you will explore the skills in relation to making decisions when it comes to things like organizing your files, finding help online, and using social media. You will begin to understand how you can use these skills to make choices that will benefit you now and in the future. You will look deeper at how improving your skills can help you continuously review some of your choices and make changes as necessary. In particular, we will focus on the following:

### Productivity

- Having an organization system in place for your files can be a real time saver
- Using a tool like bookmarks can help you find things you need quickly

### Technology

- Understanding things like file size is important when it comes to making storage decisions
- Knowing how to verify your search results can ensure you rely on reputable sources

### Results Driven

- Understanding how you use your files can help you make important storage and organization decisions
- You need to make social media decisions with an understanding of the kind of image you want to portray online

### Initiative

- Taking early action on items like deciding on a file storage system or noting your sources as you work can

mean less work later

Throughout the course, be on the lookout for various call-outs to help you better see the connections between the skills and the course content.

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## 2. Technology and Careers

As you wrap up your journey in CS 1010, consider how technology skills and digital tools can help you be as productive as possible. The short video below shares an example of how one man realized that and why he took steps to increase his skills.

**Add video: Strayer Week 8**



### SUMMARY

In this lesson, you learned how technology, results driven, productivity, and initiative skills can help you make choices when it comes to digital tools. Being able to make these informed decisions is important in both your personal and professional lives. You learned you need to continue to strengthen these skills as you learn new tools and/or circumstances change.

Best of luck in your learning!