



CAPE Digital Tools Certificates

— Parent Overview —



Background - What is CAPE?

- CAPE stands for the Florida Career and Professional Education Act.
- CAPE was passed by the Florida Legislation in 2007 to provide a statewide planning partnership between the business and education communities.
- The objectives of the Act are to
 - provide relevant coursework to lead to industry certification.
 - support economic development.
 - provide residents with access to high-wage/high demand careers.

OCPS Implementation



- Students have the opportunity to earn certificates in essential digital tools.

Word Processing	Spreadsheets	Presentations
Multimedia	Databases	Coding

- Participating in the digital tool certificate program helps students be prepared for future classwork and life after graduation.

Implementation in OCPS



- ICT Computing Essentials
- ICT Cyber Security Essentials
- ICT Programing and Logic Essentials
- ICT Communication Essentials
- ICT Database Essentials
- ICT Spreadsheet Essentials
- ICT Word Processing Essentials
- ICT Gaming Essentials
- ICT Multimedia Essentials
- ICT Web Design Essentials



Implementation in OCPS - Middle School



M/J Language Arts I

M/J Language Arts I Advanced

M/J Language Arts II

M/J Language Arts II Advanced

Access M/J ELA I

Access M/J ELA II

Access M/J ELA III

A screenshot of the ClassLink login interface for OCPS. At the top, there is a red bar with 'Welcome to Launch.' and a green button for 'Need Help?'. The OCPS logo is centered, followed by the text 'Sign in to ClassLink'. Below this is a yellow box labeled 'Enter Password'. Underneath is a white password input field with a 'Password' label and a visibility icon. The next field contains the text 'ocps'. At the bottom, there is a blue 'Sign In' button and an orange 'Auto Login' button with a right-pointing arrow.

Implementation in OCPS - Middle School



Information & Communications Technology (ICT) Essentials Careers and Career Planning Path

- 9009110 – ICT 1
- 9009120 – ICT 2

Computer Application in Business Path

- 8200220 - Computer Application in Business 1 and Career Planning
- 8200210 - Computer Application in Business 2
- 8200211 - Computer Application in Business 3
- 8200212 - Computer Application in Business 4

Programs OCPS Uses for CAPE Digital Certificates

ICT Word Processing Essentials



Lesson 1: Introduction to Word Processing

LESSON SECTIONS

- What Is a Word Processor?
- Storing Your Documents
- Getting Started with Word Processing

Lesson 2: Formatting, Editing and Printing Documents

LESSON SECTIONS

- Formatting Documents in a Word Processor

Lesson 3: Working with Images and Shapes in Documents

LESSON SECTIONS

- Images and Shapes in Documents

Lesson 4: Structuring Text Content in Documents

LESSON SECTIONS

- Text Content in Documents

Lesson 5: Working with Functions and Events

LESSON SECTIONS

- Document Revision and Collaboration



What do the online resources look like?



ICT Word Processing Essentials Test



Powered By
uCertify

Read text

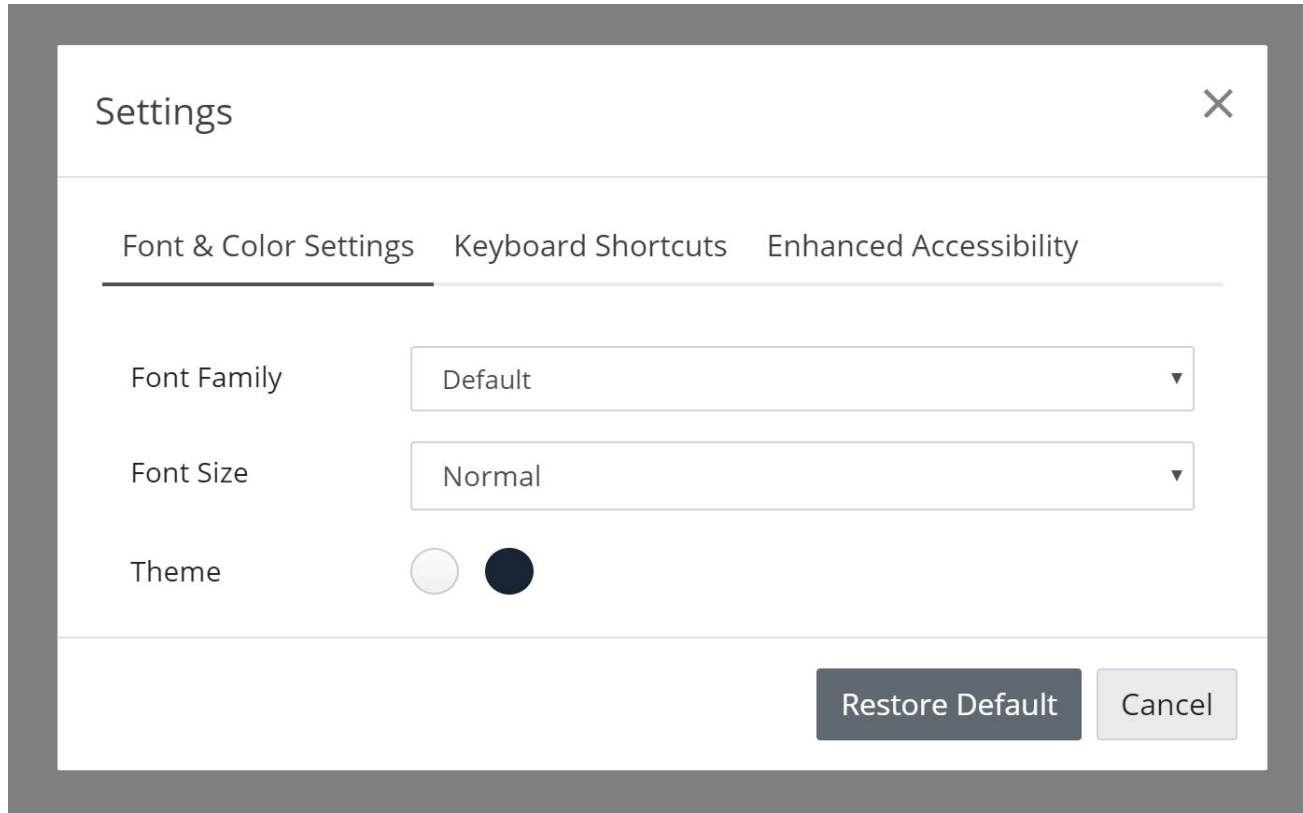


Which menu option allows you to change the display to close-up, single, or multiple pages?

- A Insert
- B Edit
- C File
- D View



What do the online resources look like?



What do the online resources look like?



Settings ✕

Font & Color Settings Keyboard Shortcuts **Enhanced Accessibility**

This is the Test page from where you can take the test to test your knowledge about the course. The shortcut key used for course navigation is **Alt+G**.

Animation

Accessibility

TTS Playback Speed(Default)

Restore Default Cancel



More Information

- [Visit the FLDOE CAPE - Secondary site for more information](#) - this site provides FAQs and other information about CAPE
- [See Senate Bill 850 for more information](#) - Link to SB 850
- [Section 1003.4203 - Digital materials, CAPE Digital Tool certificates, and technical assistance](#) - Florida Statute
- [CAPE Industry Certification Funding List](#) - List of Certifications that count toward the CAPE Digital Tools Certificates and Industry Certifications (CTE)



Presenter Information

Thank you for attending today's session:

What is the OCPS CAPE Digital Certificate program?

Mariel Milano - Director, Digital Curriculum

Email information: mariel.milano@ocps.net