The Utilizing Technology and Equipment pathway helps learners develop the skills and experience employees need to get more from workplace technology and equipment. Learners on this path will explore how technology and equipment can support their work, while learning how to use office tools more effectively.

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<th>Pathways Courses with short descriptions</th>
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<td><strong>Purple Path: Utilizing Technology and Equipment</strong></td>
<td><strong>F. Utilize Technology and Equipment</strong></td>
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| We often think of technology and equipment as being about technical ability, but it can also be about broader resources and skills required for you to be successful. The Utilizing Technology and Equipment pathway helps learners develop the skills and experience they need to maximize their work performance, effectiveness and satisfaction. Learners on this path will explore how technology and equipment can support their work, including safety-related requirements and effective use of office tools. Learners are responsible for identifying what tools, technology and equipment they need for their role, and to seek out the training, exposure or orientations they need to be successful. | **F1. Use appropriate technology / equipment**  
i) Acquire training as required  
a) Match technology to job requirements  
b) Seek out safe operating procedures and adhere to safety practices  
c) Locate and use required technology and equipment  
d) Use common office tools and technologies  
e) Use job related software  
f) Pursue professional development  
g) Exercise judgment  

**F2. Seek applicable training certificates to utilize equipment safely**  
h) Identify skills and/or certifications required for
There are no face-to-face courses offered specifically for this competency. Instead, the skills required in this competency are woven into the other competencies or are available through other providers or online.

**Skillsoft online courses available in this path:**
- Desktop Software/IT Professional Series
- Coping with Information Overload
- Personal Productivity Improvement
- Pursuing Lifelong Learning
  - Introduction to Information Security
- Using your Desktop Computer and Mobile Devices Safely
- Social Networking for Users

**Additional resources on campus related to this path:**
- Skillsoft Orientation
- Peoplesoft User Training Program
- Technology Training Centre courses
- Environmental Health and Safety
- Fleet safety
- Area or tool specific training ([KM1](#)) (first aid, lab safety, forklift operator etc.)

- Seek out safe operating procedures and adhere to safety practices
- Pursue professional development
- Exercise judgment