Terminology

FITC 110 Computer Basics & Professional Practice

**Acronyms:**

FiiT = Foundations in Innovation and Technology

RSI = Repetitive Strain Injury

NVIT = Nicola Valley Institution of Technology

FNTC = First Nations Technology Council

CVS = Computer Vision Syndrome

NOC = National Occupational Classification

**Keyboard Shortcuts:**

Ctrl + Shift + N = New Folder

Ctrl + B = **Bold**

Ctrl + I = *Italic*

Ctrl ­+ U = Underline

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + Alt = Delete

Ctrl + Shift + Esc = Task Manager

Ctrl + Fn + F4 = Close last window

Ctrl + S = Save

Ctrl + P = Print

Ctrl + A = Select all

Ctrl + Z = Undo

Alt + + = Insert equation

Ctrl + F = Navigation

**Definitions:**

FiTC = Course Code (hybrid of FNTC, FiiT)

Professionalism = How you act in a professional environment, walking in two worlds, lateral kindness

Ergonomics = Study of the kind of work you do, the environment you work in, and the tools you use to do your job.

Indigenization of FNTC curriculum = Removing triggers and making teaching relevant to our Indigenous

Syllabus = Outline of topics in a course

Portal = A website or web page providing access or links to other, e.g. MyNVIT

Grammarly = A digital writing tool offer grammar checking, spell checking, and plagiarism detection services.

Databases = An organized collection of data, generally accessed electronically from a computer system, e.g. storage of medical records.   
  
Formatting = The style of a document’s format, e.g. bold, italics, underline, alignment, etc.

Cloud = A network of remote servers hosted on the internet and used to store, manage, and processes data in place of local servers or personal computers.

Hyperlink = A link from text to another location (e.g. website or folder). Click [Here](http://www.youtube.com/)