

# Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

## Technology Knowledge and Skills

18. **Job-Specific Technologies:** Selects and safely uses technological resources to accomplish work responsibilities in a productive manner

**Objective:** Student will utilize a time clock upon entering and exiting the classroom.

**Activities:**

1. Recognize a time clock and when to use it.
2. Learn how to fill out time cards with personal information.
3. Calculate hours worked to check the time clock.

**Objective:** Student will utilize a cash register to complete customer purchases and provide correct change.

**Activities:**

1. Identify a cash register.
2. Identify the purpose for all keys on the cash register.
3. Learn correct placement of bills and change in the cash drawer.
4. Using labels put a price on each of the food containers you saved. Line the containers up on a table in your classroom, arranging them so students can see the prices easily. On index cards, write down order totals that students could arrive at by adding up some of the food featured. Divide students into four or five

groups. To play the game, give each group one of the index cards and ask them to work together to determine which combination of items they have to purchase to reach that total. Once they figure it out, ask them to run up and grab those items. Award a point to the team that completes the task first.