

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

## Technology Knowledge and Skills

21. **Telecommunications:** Selects and uses appropriate devices, services, and applications

**Objective:** Student will determine appropriate application to use given an assignment.

**Activities:**

1. Given a list of assignments, students will match them with appropriate application (i.e. Microsoft Word, PowerPoint, etc.).

**Objective:** Student will use portable digital assistant to maintain time schedules.

**Activity:**

1. Using a PDA, student will schedule work breaks at agreed upon times with teacher/employer.