

Workplace Readiness Skills for the Commonwealth

Grades 9 – 10

Home

Technology Knowledge and Skills

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

Objective: Student will identify applications on the home computer that can be used in the workplace.

Activities:

1. Match occupational choices with technology equipment necessary to perform job duties.

Objective: Son/daughter will develop a resource about what they need to know about getting a job.

Activities:

1. Teens brainstorm a list of what they need to do to obtain a job. Create an electronic scrapbook. Since the scrapbook is electronic, they can easily add to it, revise it, and share it with friends and family near and far.