Feb. 24-28

Electronic Communication & Scheduling
Description:
This lesson defines electronic communication and electronic scheduling, identifies different electronic communication and scheduling systems and demonstrates how to use various electronic and scheduling systems.

M	**Goal:** To analyze recent advances of electronic communication and scheduling systems.		**Step 1: Bell Ringer:** - In groups of two, students should discuss why electronic communication is important. They should write a list of three to five reasons to discuss with each other. - Show slides 1 to 15 of the ***Electronic Communication*** PowerPoint® segment. - Students should begin the **Technology in Communication & Scheduling Project**. · Students will research the newest technologies in electronic communication scheduling and present their findings in a slideshow presentation.
T			**Bell Ringer:** - Students should add three to five more reasons why electronic communication is important to their previously made list. - Show slides 16 to 33 of the ***Electronic Communication*** PowerPoint® segment. Administer the **Electronic Communication Check for Understanding**. - Students should begin the **Email Etiquette Poster Activity**. · Students will create a poster to educate others about email etiquette.
W			Complete Project and Etiquette Poster Activity
TH			**Step 1: Bell Ringer:** - Students should consider the advantages and disadvantages of electronic scheduling and write down two examples of each. - Show slides 34 to 46 of the ***Electronic Scheduling*** PowerPoint® segment. Students should continue working on the **Technology in Communication & Scheduling Project**.
F			**Finish Projects and Activities**

Career Prep
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