

Career Prep  
Randice Nelson

3/30-4/3

	TEKS for the week	Objectives	Lesson
Monday	2.A; 2.B	1. To explain the purpose of workplace technology and its impact on business practices. 2. To discuss benefits and concerns of business technology use. 3. To describe various types of workplace technology.	<ul style="list-style-type: none"> <li>- Test</li> <li>- Project</li> </ul>
Tuesday	To analyze recent advances of electronic communication and scheduling systems.	1. To define electronic communication. 2. To identify different electronic communication systems. 3. To demonstrate how to use electronic communication systems. 4. To define electronic scheduling. 5. To identify different electronic scheduling systems. 6. To demonstrate how to use electronic scheduling systems.	<ul style="list-style-type: none"> <li>- Technology in Communication &amp; Scheduling Project</li> <li>- Electronic Communication Quiz</li> </ul>
Wednesday			<ul style="list-style-type: none"> <li>- Email Etiquette Poster Activity</li> <li>- Technology in Communication &amp; Scheduling Project</li> </ul>
Thursday			<ul style="list-style-type: none"> <li>- Work Week Talk</li> </ul>
Friday			<ul style="list-style-type: none"> <li>- Holliday</li> </ul>