**Other Technology Issues – Vocab & reading guide**

**Chapter 11, Section 3**

READ PAGES 280 -282

**Part One: Workplace Technology**

Complete each definition, and provide one real world examples of each. Your example must come from an internet source. When documenting internet sources, you must use APA format.

APA format for web publications

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number(issue number if available). Retrieved from http://www.someaddress.com/full/url/

Bernstein, M. (2002). 10 tips on writing the living Web. A List Apart: For People Who Make Websites, 149. Retrieved from http://www.alistapart.com/articles/writeliving

Robotics -

Artificial intelligence (AI) -

Expert Systems –

Computer-aided design (CAD) –

Telecommuting –

**Part Two – Home and Personal Technology**

Household Record Keeping: Our text describes several ways we use computer systems to help us organize our personal records. Our text provides several examples of this, but we are going to focus on methods of keeping tack of our finances and budgeting.

Below I am going to provide you with a list of items that you must organize into a fictional monthly budget using Microsoft excel. You are to list the budgeted items in one column, and you are to leave empty spaces in your spreadsheet for to identify that the expense has been paid each month. Mr. Barrett will provide you with an example in class.

* Mortgage - $1000
* Home warranty - $100
* Electricity - $80.00
* Cellphone bill - $50.00
* Cable bill - $100
* Car insurance - $120
* Car payment – $250.00
* Natural Gas - $30.00
* Student Loan Debt - $150.00

**Monthly Total - $1880**

When making your spreadsheet you can be as creative as you would like, but keep in mind, simplicity is the key. You do not want to confuse yourself.