

Unit 1: Classroom and Computer Rules & Procedures

Content Area: **Business**
Course(s): **Computer Applications**
Time Period: **1 week**
Length: **1 week**
Status: **Published**

Unit Overview

Demonstrate knowledge of classroom management rules and office safety procedures in computerized areas.

Transfer

Students will be able to independently use their learning to...

-operate safely, respectfully and efficiently in a business computer lab.

Meaning

Understandings

Students will understand...

-Classroom management rules as defined by the instructor.

-When to report to the instructor (when necessary) anything amiss at his/her assigned workstation.

-Standard login/logout procedures.

-Potential health hazards in a hightechnology environment.

-All emergency safety procedures.

-Laws that protect workers.

Essential Questions

Students will keep considering...

-What are the classroom management rules and safety procedures for this classroom/computer lab?

Application of Knowledge and Skill

Students will know...

Students will know...

- Classroom management rules as defined by the instructor.
- When to report to the instructor (when necessary) anything amiss at his/her assigned workstation.
- Standard login/logout procedures.
- Potential health hazards in a hightechnology environment.
- All emergency safety procedures.
- Laws that protect workers.

Students will be skilled at...

Students will ...

- Assess and comply with all classroom management rules as defined by the instructor.
- Assess and report to the instructor (when necessary) anything amiss at his/her assigned workstation.
- Apply standard login/logout procedures.
- Analyze & avoid potential health hazards in a hightechnology environment.
- Participate in all emergency safety procedures.
- Identify laws that protect workers.

Academic Vocabulary

- Classroom management rules
- Workstation
- Log in/Log out
- Health hazards in high-technology environment i.e. carpal tunnel
- Fire safety terms and procedures
- OSHA and workplace safety
- Lawsthat protect workers

Learning Goal 1

Demonstrate knowledge of classroom management rules and office safety procedures in computerized areas.

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- | | |
|-------------------|---|
| CAEP.9.2.12.C.3 | Identify transferable career skills and design alternate career plans. |
| CAEP.9.2.12.C.7 | Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace. |
| CAEP.9.2.12.C.9 | Analyze the correlation between personal and financial behavior and employability. |
| TECH.8.1.12.D.CS1 | Advocate and practice safe, legal, and responsible use of information and technology. |

Target 1

Assess and comply with all classroom management rules as defined by the instructor.

- Assess and comply with all classroom management rules as defined by the instructor.

Target 2

Assess and report to the instructor (when necessary) anything amiss at his/her assigned workstation.

- Assess and report to the instructor (when necessary) anything amiss at his/her assigned workstation.

Target 3

Apply standard login/logout procedures.

- Apply standard login/logout procedures.

Target 4

Analyze & avoid potential health hazards in a hightechnology environment.

- Analyze & avoid potential health hazards in a hightechnology environment.

Target 5

Participate in all emergency safety procedures.

- Participate in all emergency safety procedures.

Target 6

Identify laws that protect workers.

- Identify laws that protect workers.

Summative Assessment

- Optional Classroom Survey
- Optional Quiz

Formative Assessment and Performance Opportunities

- Reflective Discussion
- Teacher Observation

Accommodations/Modifications

- Application problems for extra practice
- Scenarios for critical thinking
- Student collaboration to reinforce classroom and computer rules and procedures

Unit Resources

- Guest Speakers
- Internet Resources
- Technology Software & Hardware

- Textbooks
- Videos

Interdisciplinary Connections

LA.RST.11-12.3

Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.

LA.WHST.11-12.6

Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.

MA.K-12.1

Make sense of problems and persevere in solving them.

MA.K-12.5

Use appropriate tools strategically.