

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

MA.K-12.1	Make sense of problems and persevere in solving them.
MA.K-12.5	Use appropriate tools strategically.
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.