Unit 1: Classroom and Computer Rules and Procedures

Content Area: **Business**
Course(s): **Advanced 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 a business computer lab.

For more information, read the following article by Grant Wiggins.

http://www.authenticeducation.org/ae_bigideas/article.lasso?artid=60

Meaning

Understandings

Students will...

- Understand all classroom management rules as defined by the instructor.

- Know standard login/logout procedures.

- Identify potential health hazards in a high-technology environment.

- Known all emergency safety procedures.

- Know 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...

- Understand all classroom management rules as defined by the instructor.

- Know standard login/logout procedures.

- Identify potential health hazards in a high-technology environment.

- Known all emergency safety procedures.

- Know 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 and avoid potential health hazards in a high-technology environment.

- Participate in all emergency safety procedures.

- Identify laws that protect workers.

Academic Vocabulary

- Classroom management rules

- Login/logout procedures

- Health hazards in a high-tech environment

- Fire safety terms and procedures

- OSHA and workplace safety

- Laws that 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 and avoid potential health hazards in a high-technology environment.

- - Analyze and avoid potential health hazards in a high-technology 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

Re

- Reflective Discussion
- Teacher Observation

Accommodations/Modifications

- Application problems for extra practice

- Scenarios for critical thinking

- - Application problems for extra practice
- - Projects/scenarios related to student personal interests incorporating unit skills/features
- - Scenarios for critical thinking

Unit Resources

- Textbooks

- Technology Software/Hardware

- Video

- Resource People

- Internet

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- - Technology Software/Hardware
- - Textbooks
- - Video

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.11-12.9	Draw evidence from informational texts to support analysis, reflection, and research.