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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Business Management and Administration |
| **Course Name** | Practicum in Business Management |
| **Lesson/Unit Title** | Risk Management |
| **TEKS Student Expectations** | **TEKS 130.143 (c) Knowledge and Skills**  (8) The student abides by risk-management policies and procedures for technology to minimize loss:   1. The student is expected to adhere to technology safety and security policies such as acceptable use policy and web page policies; 2. The student is expected to apply ergonomic techniques to technology tasks; 3. The student is expected to adhere to laws pertaining to computer crime, fraud, and abuse; 4. The student is expected to follow procedures used to restart and recover from situations such as system failure and virus infection; 5. The student is expected to follow policies to prevent loss of data integrity; and 6. The student is expected to adhere to the organization's policies for technology use.   (11) The student establishes procedures to maintain equipment and supplies:   1. The student is expected to determine equipment needed; 2. The student is expected to determine supplies needed; 3. The student is expected to establish equipment and supplies maintenance systems; 4. The student is expected to schedule equipment maintenance; and 5. The student is expected to use equipment and supplies maintenance procedures. |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | **Performance Objective**  Upon completion of this lesson, each student will understand how to use technology safely and responsibly. Students will also learn how to purchase and maintain supplies and equipment.  **Specific Objectives**   * Students will identify and describe examples of cybercrimes. * Students will list ways to protect themselves from cybercrimes. * Students will identify ways to be safe while on the Internet. * Students will identify steps for purchasing and maintaining supplies and equipment. |
| **Rationale** | New technology has the potential to improve the quality, efficiency, and safety in today's workplace. This lesson increases the importance of using new technology safely and responsibly, as well as purchasing the supplies and equipment necessary for maintaining a safe work environment. |
| **Duration of Lesson** | 3-5 days |
| **Word Wall/Key Vocabulary**  *(ELPS c1a,c,f; c2b; c3a,b,d; c4c; c5b) PDAS II(5)* | **Terms**   * Acceptable Use Policy – a policy that outlines, in writing, how a school or district expects its community members to behave with technology. * Computer virus – a computer program usually hidden within another program or file and usually performs a malicious action. * Cyber bullying – using the Internet to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm someone else * Cybercrime (also spelled cybercrime) – any criminal or other offense that is facilitated by or involves the use of electronic communications or information system * Cyber security – the protection of computers, networks, programs, and data from unintended or unauthorized access, change or destruction * Data integrity – the accuracy and consistency of stored data * Fraud – the crime of obtaining money or property by deceiving people * Policies – a set of ideas or a plan for action followed by a business, a government, a political party, or a group of people * Supplier – a person, company, or country that provides goods of a particular kind * Vendor – a person or company that sells goods or services |
| **Materials/Specialized Equipment Needed** | **Instructional Aids**   * Student Notes sheet * Student worksheets * Company Technology Internet Use Policy * Company Technology Internet Use Policy Skit * Equipment Maintenance Tips * Classroom Inventory * New Equipment/Supplies Order Form * Household Inventory/Maintenance * Student Presentation of District Policy * Acceptable Use Policy Class Discussion   **Materials Needed**   * Copies * Pencils   **Equipment Needed**   * Teacher computer * Computer/Projector (for digital presentation) * Calculators |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | * Ask students to think of actions that people do on the Internet or with technology that may be illegal or unethical. * Have students come up with real life consequences for each other actions listed above. * Ask students why it is important to properly take care of equipment and keep up-to-date information on that equipment. |
| **Direct Instruction \*** | * Ask students to fold a sheet of paper in half and label one side of the paper as *Do’s* and the other side of the paper as *Don’ts*. Then have each student list things that a person should and should not do when they are using technology and the Internet. * Discuss with students the risks involved when not using technology safely. * Have students make a list of all the technology in the classroom. Then ask students what type of information should be kept on each item for maintenance and ordering purposes.   *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*  NONE |
| **Guided Practice \*** | 1. Acceptable Technology Use 2. Acceptable Use Policy handout -- The teacher may place the following information in a presentation format or simply give it to the students as a handout and have a class discussion over the information. 3. Student Presentation of District Policy 4. Acceptable Internet Use 5. Company Technology/Internet Use Policy – Students will research the Internet Use policy of a company and work together to come up with a skit. 6. Equipment Purchases & Maintenance 7. Teacher will share Equipment Maintenance Tips with the class. 8. Students will take an inventory of the classroom supplies and equipment using the Classroom Inventory worksheet. 9. Then students will use the Order Form to order any supplies/equipment that needs to be replaced or replenished. 10. Student will take inventory of the items in their house using Household Inventory/Maintenance. |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | * Company Technology/Internet Use Policy * Student Presentation of District Policy * Classroom Inventory * New Equipment/Supplies Order Form * Household Inventory/Maintenance |
| **Lesson Closure** | * List 3 things a person can do to stay safe on the internet. * Why is it important to follow technology use and Internet use policies? * Why is it important to keep track of equipment? |
| **Summative / End of Lesson Assessment \*** | * Company Technology/Internet Use Policy Skit * Classroom Inventory * New Equipment/Supplies Order Form * Household Inventory/Maintenance   *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*  It is important that lessons accommodate the needs of every learner. These lessons may be modified to accommodate your students with learning differences by referring to the files found on the Special Populations page of this website (cte.unt.edu). |
| **References/Resources/**  **Teacher Preparation** | **Definition References**   * <http://www.duhaime.org/LegalDictionary/C/Cyberbullying.aspx> <http://cybercrime.org.za/definition> * <http://www.umuc.edu/cybersecurity/about/cybersecurity-basics.cfm> * <http://dictionary.cambridge.org/us/dictionary/american-english/fraud> |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** | **English**  **110.42(b) Knowledge and skills**  (6) Reading/word identification/vocabulary development. The student uses a variety of strategies to read unfamiliar words and to build vocabulary. The student is expected to:   1. expand vocabulary through wide reading, listening, and discussing; and 2. rely on context to determine meanings of words and phrases such as figurative language, idioms, multiple meaning words, and technical vocabulary.   (7) Reading/comprehension. The student comprehends selections using a variety of strategies. The student is expected to:   1. identify main ideas and their supporting details; 2. summarize texts; and 3. read silently with comprehension for a sustained period.   **Speech**  **110.56 (b) Knowledge and skills**  (1) (A) explain the importance of communication in daily  interaction;  (2) (E) participate appropriately in conversations for a variety  of purposes;  (3) (A) The student uses appropriate communication in group  settings;  (E) use appropriate verbal, non-verbal, and listening strategies to  communicate effectively in groups; and  (5) (B) use language clearly and appropriately. |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** |  |
| **Quotes** |  |
| **Multimedia/Visual Strategy**  **Presentation Slides + One Additional Technology Connection** |  |
| **Graphic Organizers/Handout** |  |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** |  |
| **Communication**  **90 Second Speech Topics** |  |
| **Other Essential Lesson Components** | |
| **Enrichment Activity**  (e.g., homework assignment) |  |
| **Family/Community Connection** |  |
| **CTSO connection(s)** | Business Professionals of America  Future Business Leaders of America |
| **Service Learning Projects** |  |
| **Lesson Notes** |  |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)