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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Law, Public Safety, Corrections, & Security |
| **Course Name** | Practicum in Law, Public Safety, Corrections, & Security |
| **Lesson/Unit Title** | Workplace Technologies/Technical Skills |
| **TEKS Student Expectations** | **130.342. (c) Knowledge and Skills**  6) The student demonstrates technical knowledge and skills required to pursue a career in the Law, Public Safety, Corrections, and Security Career Cluster. The student is expected to:  (A) develop advanced technical knowledge and skills related to the student's occupational objective  (B) evaluate strengths and weaknesses in technical skill proficiency  (C) accept critical feedback provided by the supervisor |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | The students will be able to:   * Identify which technical skills are needed to work in LPSCS careers * Describe the ever-changing technology that is transforming LPSCS careers * Describe the technology used in LPSCS careers * Accept professional criticism regarding performance |
| **Rationale** | Emerging technology in LPSCS careers requires employees to continue acquiring the technical skills necessary to perform specific job objectives. |
| **Duration of Lesson** | 2 hours |
| **Word Wall/Key Vocabulary**  *(ELPS c1a,c,f; c2b; c3a,b,d; c4c; c5b) PDAS II(5)* | * **Browser** –free software that allows the viewing of web pages * **Computer** –an electronic device that accepts, stores, manipulates, and generates variousforms of information * **Cookie** –a piece of information sent by a web server to a user's browser * **Copyright** –the legal right of the author or creator of an original work that allows reproduction,publishing, selling, and distributing of such work * **Database** –an organized collection of data stored on a computer that is easily accessed andupdated * **Desktop Publishing** –used to produce typeset-quality printed material, such as brochures andbooklets * **Domain Name** – website’s identifying name * **Download** –a file from the Internet transferred to a computer * **E-commerce** –electronically buying and/or selling goods and services over systems such asthe Internet * **FAQ** –frequently asked questions * **HTTP** –hypertext transfer protocol, the language of web pages * **Information Technology** –equipment used in creating, storing, and exchanging information * **IP Address** –Internet Protocol, a serial number assigned to every piece of hardware fortracking purposes * **ISP** –Internet Service Provider, a private company that provides internet service * **Laptop** –a portable computer that has the same capabilities as a desktop computer * **Link** –a word, phrase, or image highlighted in a hypertext document that takes the user toanother webpage when clicked * **PDF** –Portable Document Format, a file that shows an image of text and graphics thatresembles a printed page * **Podcast** –a multimedia digital file allowing audio/visual broadcasting on the internet * **Presentation Software** –software that is used to display information through text, audio, video,graphics, and Web links, normally in the form of a slide show to accompany an oral presentation * **Search Engine** –software that allows the user to search the web by typing in topics * **Spreadsheet** –computer software used for organizing data in rows and columns, which can beconverted into graphs and charts * **Technology** –meets the contemporary needs ofpeople’sday-to-day interactions through useof technical processes and knowledge * **Upload** –copying or sending files from one computer to another * **URL** –Uniform Resource Locator, internet address * **Wi-Fi** –connecting a computer to another computer without wires * **Word Processing** –software that allows users to create, edit, and print text-based documents |
| **Materials/Specialized Equipment Needed** | * Technical Skills Key Terms * Technical Skills Puzzle and Key * Computers with Internet Access or other research resources * Desktop publishing software or construction paper, magazines, scissors, glue, markers/colors |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | Show and discuss a short video about technologies in law enforcement. To find a video conduct an Internet search for the following: 10 Future Law Enforcement Technologies video. Use the following questions for the discussion and the Discussion Rubric for assessment.   * Which of the ten technologies seems most realistic? Why? * Which of the ten technologies seems unbelievable? Why? * What are some high tech gadgets you may have seen in movies that are realistic possibilities for use in law enforcement? |
| **Direct Instruction \*** | Use the Outline, key terms, and above video to teach students how to develop and use technology in the LPSCS workplace.  I. Technology  A. Meets the contemporary needs of people’s day-to-day interactions through use of technical processes and knowledge  B. Comes in different forms, such as tools, machines, and equipment  C. Information Technology (IT) – the equipment used in creating, storing, and exchanging information  1. Computer  a) An electronic device that accepts, stores, manipulates, and generates various forms of information  b) The primary IT tool  2. Hardware – the physical parts of a computer system  a) Microprocessor or Central Processing Unit (CPU)  (1) The “brain” of the computer  (2) In cell phones, ATMs, toys, etc.  (3) Differing speeds and memory capacity  b) Disk drive  c) Peripherals – pieces of equipment that attach to the computer  (1) Printers  (2) Scanners  (3) Monitor  (4) Keyboard  (5) Mouse  3. Software – the programs that tell the computer what functions to perform  a) Operating System – the program that controls a computer’s basic functions, including hardware and software integration  b) Applications  (1) Word processing software – allows users to create, edit, and print text-based documents  (a) Add text  (b) Move text  (c) Formal text  (d) Check spelling and grammar  (e) Create memos, faxes, reports, etc.  (2) Database software – an organized collection of data stored on a computer that is easily accessed and updated  (a) Enter records  (b) Save records  (c) Search records  (d) Sort records  (e) Update records  (f) Inventory reports  (g) Catalog collections  (3) Presentation software – used to display information through text, audio, video, graphics, and web links, normally in the form of a slide show accompanying an oral presentation at  (a) Meetings  (b) Conferences  (c) Sales presentations  (4) Desktop publishing – used to produce typeset-quality printed material, such as brochures and booklets  (a) Create brochures  (b) Create newsletters  (c) Create invitations  (d) Create logos  (e) Create business cards  (f) Create calendars  (5) Spreadsheet software – used for organizing data in rows and columns, which can be converted into graphs and charts  (a) Perform calculations (simple and complex)  (b) Organize statistics  (c) Organize financial records  (d) Make graphs  (e) Make charts  (f) Make tables  (6) Telecommunications software – used to send information (i.e. voice, text, pictures, video)  (a) Voicemail  (b) Teleconference  (c) Webcast  (d) Texting  II. How Emerging Technology Changes Our Work  A. Employer-Employee Relationships  1. Temporary and contractual change jobs more often  B. Workplace  1. Laptop – a portable computer that has the same capabilities as a desktop computer  2. Wireless Networking  a) Wi-Fi – connecting a computer to another computer without wires  b) Hotspots – public locations, such as airports, coffee shops, book stores, hotels, etc., that offer wireless Internet connections for their patrons  C. Globalization  1. Participates in a single global market  2. Crosses national borders  3. Increases trade in goods, services, labor, and capital from country-to-country  D. Larger Inclusion  1. Special physical needs  2. Special mental needs  3. Hearing-impaired  4. Mobility-impaired  5. Assistive technology  E. Distance Learning  1. Over the internet  2. Students and teachers participate from different physical locations  3. Students and teachers communicate via e-mail, message boards, and/or instant messaging  III. Technological Literacy  A. Gain new skills  1. Using inquiry  2. Thinking logically  a) Use problem-solving skills  b) Adapt to changing situations  c) Use ingenuity  B. Maintain and troubleshoot problems  1. Attend training sessions and workshops  2. Learn how to maintain equipment  3. Learn when to call for technical support or repairs  4. Use the “Help” menu  5. Save your work often  6. Backup drives  C. Learn and adhere to your employer’s technology policies (work and personal)  D. Continue to learn new skills  1. Update technology skills  2. Ask questions about new technologies  IV. The Internet  A. Key Terms  1. Browser – free software that allows the viewing of web pages  2. Cookie – a piece of information sent by a web server to a user's browser  3. Domain Name – website’s identifying name  4. Download – a file from the Internet transferred to a computer  5. FAQ – frequently asked questions  6. HTTP – hypertext transfer protocol, the language of web pages  7. Link – a word, phrase, or image highlighted in a hypertext document that takes the user to another webpage when clicked  8. IP Address – Internet Protocol, a serial number assigned to every piece of hardware for tracking purposes  9. ISP – Internet Service Provider, a private company that provides internet service  10. PDF – Portable Document Format, a file that shows an image of text and graphics that resembles a printed page  11. Podcast – a multimedia digital file allowing audio/visual broadcasting on the internet  12. Search Engine – software that allows the user to search the web by typing in topics  13. Upload – copying or sending files from one computer to another  14. URL – Uniform Resource Locator, internet address  B. Uses  1. Communication (i.e. e-mail)  2. E-Commerce – electronically buying and/or selling goods and services over systems such as the Internet  3. Advertisements (i.e. informational and marketing)  4. Customer service (i.e. online information and transactions)  5. Research (i.e. records and archives)  6. Recruiting (i.e. online job listings)  C. Legal and ethical considerations  1. Copyright – the legal right of the author or creator of an original work that allows reproduction, publishing, selling, and distributing of such work  2. Protecting personal information (i.e. “electronic footprints”)  3. Identity Theft – gaining personal information to steal money or credit  4. Spam – unsolicited email |
| **Guided Practice \*** | None |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | * LPSCS New Technology Sales Brochure. Have students select a new technology for an LPSCS career of their choice (law enforcement, court system worker, attorney, correctional officer, firefighter, security officer, 911 operator, etc.). Have students research the technology using computers with Internet access or other materials. Then have students create a brochure about the technology using desktop publishing software or paper and markers. The brochure should include all of the information about the product, including the purpose, price, pictures, and endorsements, etc. Upon completion, have students present their brochure to the class as if they are giving a sales pitch. Use the Individual Work Rubric and the Presentation Rubric for assessment. * Technical Skills Puzzle. Have the students complete the Technical Skills Puzzle. Allow the students to grade their own work using the Technical Skills Puzzle Key. Then as a class, discuss each answer and how it relates to technology. Use the Discussion Rubric for assessment. |
| **Lesson Closure** | None |
| **Summative/End of Lesson Assessment \*** | * Technical Skills Exam and Key * Discussion Rubric * Individual Work Rubric * Presentation Rubric   **Accommodations for Learning Differences:**  For reinforcement, the student will define and illustrate key terms in a journal. Use the Individual Work Rubric for assessment. |
| **References/Resources/**  **Teacher Preparation** | * ISBN: 9780078748288, Succeeding in the World of Work, Kimbrell, McGraw-Hill, 2008. (Ch. 17) |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** |  |
| **College and Career Readiness Connection[[1]](#footnote-1)** | Cross-Disciplinary Standards  II. Foundational Skills  1. Use technology to gather information.  2. Use technology to organize, manage, and analyze information.  3. Use technology to communicate and display findings in a clear and coherent manner.  4. Use technology appropriately. |
| **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) | Student will interview an IT employee from a law enforcement agency, district attorney’s office, emergency dispatch center, correctional facility, or security company. The student will request information about emerging technology in that field and will write a report based on the interview. Use the Individual Work Rubric for assessment. |
| **Family/Community Connection** |  |
| **CTSO connection(s)** | SkillsUSA |
| **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)