

Cell Phone and Internet Module – OCP-C

Course Objectives	The purpose of this module is for you to understand the impact on the workplace of cell phone usage and internet usage in order to self-manage your own habits.
Module Materials	<p>Cell Phone and Internet Module</p> <p>Cell Phone: 1st Weblink: www.forbes.com/sites/kaytiezimmerman/2017/03/26/is-your-cell-phone-killing-your-productivity-at-work/#7d96ac3b605c 2nd Weblink: www.psychguides.com/guides/signs-and-symptoms-of-cell-phone-addiction/</p> <p>Internet: 3rd Weblink: https://www.verywellmind.com/ten-rules-of-netiquette-22285</p>
Assignment	<ul style="list-style-type: none"> • Read all three articles, making note of things that stand out to you. • Compose and key a concise essay (using professional language, proper grammar, and the guidelines in the next bullet*) stating what you learned regarding cell phone and internet usage in the workplace. Include if anything you read will impact the way you use your own cell phone or internet in the workplace. • *Guidelines: Double-space, using 1” side margins, and 11 or 12 point font. Type your name, date, and the module name in a header. • Print your essay and turn it in for grading.
Assessment	20 points