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| **Legacy Traditional School Lesson Plan**Teacher: Greene /Grade: **JH Computers 1 /**Dates: 3.18.13 – 3.22.13Note: Lesson plans refer to the *Dept. of Ed 2009 Educational Technology Standard*  |
| **Date** | **Subject** | **Standard/Skill** | **Objective** | **Material** | **Activity** | **Assessment** | **Homework** |
| **3.18.13****Mon** | Computers**Lesson 43** | **ET07- 08-S6C2-01****ET07- 08-S6C2-05****1WP-E6 – 01, 02**(workplace standards) | **01 -** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.**01-** Students will demonstrate **application** of using applications effectively and productively by **presenting** their **Group \_ PowerPoint** to the class.01 Students will deliver a factual presentation using appropriate terminology on the group topic.02 Students will use a variety of formats such as data, graphs, and technical manuals to support a presentation. | **Group Presentations** | ***Bell Work:***Mavis Beacon* PowerPoint
* Topic
* Question for research
* Resources used
* Favorite part of project
* Most difficult part of project
* What would you do different next time
* Poster

**Audience*** Positive comments
* 3 Questions

**Group Presentations** | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.**PO1**Students will present their **Group \_ PowerPoint** to an audience of their peers.01 Students will present a PowerPoint presentation on the group topic and use appropriate terms to describe their topic.02 Students will use a PowerPoint presentation to display data, graphs, and images to support the results of their research findings. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **3.19.13****Tues** | Computers**Lesson 44** | **ET07- 08-S6C2-01****5WP07-08-E1-01,02,03**5WP07-E2-01,025WP07-E3-015WP07-E4-01,02,035WP07-E5-01,02,03**1WP07-E8-01,02, 03****ET07-08-S6C2-02** | **01 -** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.**5WP-E1-01**Students will demonstrate **application** of identifying areas of interest by **choosing** a career to pursue as a “dream job.”**1WP07-E8-01**Students will demonstrate **comprehension** of writing a formal communication in an appropriate format for a specific audience and purpose by **typing** a potential employer.**PO2** - Students will demonstrate application of technology operations and concepts by creating a new document using Microsoft Word and saving it in their folders as:**07REQUEST\_JN****07RESUME\_JN**sample resume cover letter to a prospective employee. | ***Dream Job Survey******Lesson 7 handout*** | ***Bell Work:******Mavis Beacon*****Direct Instruction**Read pgs. 72 – 74* Format Personal Business Letter
* Font Categories
* Font Styles
* 17 Underlines
* Font Dialog Box
* Read exercise directions

**Independent practice**Begin Exercise 7 page 77 – 79* Cover Letter **07REQUEST\_xx**
* Sample Resume **07RESUME\_xx**
 | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.**WP-E1-PO1** Students will choose one career to role-play as a “dream job” applicant and complete the Dream Job Survey.**1WP07-E8-01**Students will type a sample cover letter to a potential employer as presented in Exercise 7 of *Learning Microsoft Office 2007 Deluxe.***PO2**Students will select Microsoft Word and create a new document in Word and save it as **07REQUEST\_JN and 07RESUME\_JN** in their folder on the desktop. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **3.20.13****Wed** | Computers**Lesson 45** | **ET07-08S6C2-01****5WP07-E1-01,02,03**5WP07-E2-01,025WP07-E3-015WP07-E4-01,02,035WP07-E5-01,02,03**1WP07-08-E8-01,02, 0****ET07-08-S6C2-02** | O1 Students will demonstrate application of using applications effectively and productively by typing with 80% accuracy in the Mavis Beacon Typing Tutor program. (25 wpm).**5WP-E1-01**Students will demonstrate **application** of identifying areas of interest by **choosing** a career to pursue as a “dream job.”**1WP07-E8-01**Students will demonstrate **comprehension** of writing a formal communication in an appropriate format for a specific audience and purpose by **typing** a sample **resume** to a potential employer.**PO2** - Students will demonstrate application of technology operations and concepts by creating a new document using Microsoft Word and saving it in their folders as:**07REQUEST\_JN****07RESUME\_JN** | **Mavis Beacon*****Dream Job Survey******Lesson 7 handout***  | **Bell Work:*** Mavis Beacon
* Cover hands when typing

**Independent practice**Complete Exercise 7 page 77 – 79* Finish **07REQUEST\_xx**

Finish **07RESUME\_xx**  | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.**WP-E1-PO1** Students will choose one career to role-play as a “dream job” applicant and complete the Dream Job Survey.**1WP07-E8-01**Students will type a sample resume to a potential employer as presented in Exercise 7 of *Learning Microsoft Office 2007 Deluxe.***PO2**Students will select Microsoft Word and create a new document in Word and save it as **07REQUEST\_JN and 07RESUME\_JN** in their folder on the desktop. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **3.21.13****Thurs** | Computers**Lesson 46** | **ET07-08S6C2-01****5WP07-E1-01,02,03**5WP07-E2-01,025WP07-E3-015WP07-E4-01,02,035WP07-E5-01,02,03**1WP07-08-E8-01,02, 0****ET07-08-S6C2-02** | O1 Students will demonstrate application of using applications effectively and productively by typing with 80% accuracy in the Mavis Beacon Typing Tutor program. (25 wpm).**5WP-E1-01**Students will demonstrate **application** of identifying areas of interest by **choosing** a career to pursue as a “dream job.”**1WP07-E8-01**Students will demonstrate **comprehension** of writing a formal communication in an appropriate format for a specific audience and purpose by **typing** a sample **resume** to a potential employer.**PO2** - Students will demonstrate application of technology operations and concepts by creating a new document using Microsoft Word and saving it in their folders as:**07REQUEST\_JN****07RESUME\_JN** | **Mavis Beacon*****Dream Job Survey******Lesson 7 handout***  | **Bell Work:*** Mavis Beacon
* Cover hands when typing

**Independent practice**Complete Exercise 7 page 77 – 79* Finish **07REQUEST\_xx**

Finish **07RESUME\_xx**  | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.**WP-E1-PO1** Students will choose one career to role-play as a “dream job” applicant and complete the Dream Job Survey.**1WP07-E8-01**Students will type a sample resume to a potential employer as presented in Exercise 7 of *Learning Microsoft Office 2007 Deluxe.***PO2**Students will select Microsoft Word and create a new document in Word and save it as **07REQUEST\_JN and 07RESUME\_JN** in their folder on the desktop. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **3.22.13****Fri** | Computers**Lesson 47** | **ET07-08-S6C2-01****5WP07-E1-01,02,03**5WP07-E2-01,025WP07-E3-015WP07-E4-01,02,03**5WP07-E5-01**,02,03**1WP07-E8-01,02, 03****ET07-08-S6C2-02** | **01-** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.**5WP-E1-01**Students will demonstrate **application** of applying basic academic skills to develop a resume by **typing** a resume Microsoft Word and saving it as **DREAM JOB RESUME\_XX****1WP07-E8-01**Students will demonstrate **application** of writing a formal communication in an appropriate format for a specific audience and purpose by **typing** a **resume** to a potential employer.**PO2** - Students will demonstrate application of technology operations and concepts by creating 2 new documents using Microsoft Word and saving them in their folders as: **RESUME\_XX and COVER LETTER\_XX**. | **Laptop****Mavis Beacon****Seating chart*****White Board/markers******Overhead Projector******Dream Job Survey******Lesson 7 handout*** | **Bell Work:*** Mavis Beacon
* Cover hands when typing

**Independent practice*** Personal Resume **DREAM JOB RESUME\_XX**
* Personal Cover Letter

 **DREAM JOB COVER LETTER\_XX** | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.**5WP-E1-PO1** Students will develop and type a personal resume using Microsoft Word and save it in their folder as:**DREAM JOB RESUME\_XX****1WP07-E8-01**Students will type a resume to a potential employer patterned after O7RESUME\_XX*.***PO2**Students will select Microsoft Word and create 2 new documents and save them as **RESUME\_XX and COVER LETTER\_XX** in their folder on the desktop. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |