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| **Legacy Traditional School Lesson Plan**  Teacher: Greene /Grade: **JH Computers 1 /**Dates: 3.18.13 – 3.22.13  Note: 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-E2-01,02  5WP07-E3-01  5WP07-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 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-E2-01,02  5WP07-E3-01  5WP07-E4-01,02,03  5WP07-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-E2-01,02  5WP07-E3-01  5WP07-E4-01,02,03  5WP07-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-E2-01,02  5WP07-E3-01  5WP07-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. |