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| **Legacy Traditional School Lesson Plan**Teacher: Greene /Grade: **JH Computers 1** /Dates: 3.25.13 – 3.29.13Note: Lesson plans refer to the *Dept. of Ed 2009 Educational Technology Standard*  |
| **Date** | **Subject** | **Standard/Skill** | **Objective** | **Material** | **Activity** | **Assessment** | **Homework** |
| **3.25.13****Mon** | Computers**Lesson 48** | **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**. | **Mavis Beacon*****Dream Job Survey******Lesson 7 handout*** | **Bell Work:*** Mavis Beacon Lesson Area
* 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. |
| **3.26.13****Tues** | Computers**Lesson 49** | **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**. | **Mavis Beacon*****Dream Job Survey******Lesson 7 handout*** | **Bell Work:*** Mavis Beacon Lesson Area
* 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. |
| **3.27.13****Wed** | Computers**Lesson 50** | **ET07-08- S6C2-01****5WP07-E1-01,02,03**5WP07-E2-01,025WP07-E3-015WP07-E4-01,02,03**5WP07-E5-01**,02,03**5WP07-08-E5-03****ET07-08-S6C2-02** | **01-** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm.**5WP07-08-E5-03**Students will demonstrate **knowledge** of applying basic academic skills to develop interviewing techniques by **writing** 10 interview questions and saving them as **DREAM JOB INTERVIEW\_XX****5WP07-08-E5-03**Students will demonstrate **application** of applying interview techniques by **role-playing** an applicant participating in the interview process for their “dream job.”**PO2** - Students will demonstrate application of technology operations and concepts by completing **Dream Job Interview** | **Mavis Beacon*****Dream Job Survey******Lesson 7 handout*** | **Bell Work:*** Mavis Beacon Lesson Area
* Cover hands when typing

**Direct Instruction**Think about Interview Questions* Refer to *Dream Job Survey*
* Specific ?’s for Career Field
* Personal ideas on qualifications
* Include name & dream job position on document.

**Independent practice**Create 10 Interview Questions* **Save as: DREAM JOB INTERVIEW\_xx**
 | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor.**5WP07-08-E5-PO3** Students will develop and type 10 interview questions using Microsoft Word and save the document in their folder as:**DREAM JOB INTERVIEW\_XX****5WP07-08-E5-PO3** Students will role-play a “dream job” applicant by participating in the interview process for their “dream job.”**PO2**Students will select Microsoft Word and create a new document and save it as:**DREAM JOB INTERVIEW\_XX** | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **3.28.13****Thurs** | Computers**Lesson 51** | **ET07-08- S6C2-01** | **01-** Students will demonstrate speed and accuracy w/data entry tools with 80% accuracy and 25/30 wpm. | **Mavis Beacon** | **Bell Work:*** Mavis Beacon Lesson Area
* Cover hands when typing

**Independent practice**Complete Create 10 Interview Questions* **Save as: DREAM JOB INTERVIEW\_xx**
 | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor. | Students will be responsible for following technology guidelines in their individual classrooms, library, and computer area. |
| **3.29.13****Fri****½ Day!** | Computers**Lesson 0** | **ET07-08-S6C2-01** | **01-** Students will demonstrate application of speed and accuracy w/data entry tools by typing with 80% accuracy and 25/30 wpm. | ***Mavis Beacon******PC Games*** | **Bell Work:**Mavis Beacon Lesson Area (10min) – Cover hands when typing**Game Tournament!! – play games on computer quietly** | **PO1** Students will type with 80% accuracy in Mavis Beacon typing tutor. | Students will be responsible for following technology guidelines in their individual classrooms |