

	OBJECTIVES	ACTIVITIES	RESOURCES	HOMEWORK	EVALUATION	STANDARDS
M O N	<p><b>Students will review:</b> Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p><b>Lecture/Class Discussion:</b> Introduction to Microsoft Word – Inserting/Formatting Pictures <b>FBLA:</b> CTE Planning <b>Time Duration:</b> 62 minutes <b>Integrated Academics:</b> Reading, Writing, Communication, Active Listening, Investigating, Technology</p>	<p>Computer Elmo Smartboard PowerPoint Presentation EDU Typing Schoology</p>	None	<p>Observe students and answer questions. Grade class assignment.</p>	<p><b>CTE Standard #4</b> – Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving. Exhibit proper use of basic.</p>
T U E	<p><b>Students will:</b> Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p><b>Lecture/Class Discussion:</b> Introduction to Microsoft Word – Inserting/Formatting Pictures <b>Class Assignment:</b> Lesson 12 – Using Shapes <b>FBLA:</b> CTE Planning <b>Time Duration:</b> 62 minutes <b>Integrated Academics:</b> Reading, Writing, Communication, Active Listening, Investigating, Technology</p>	<p>Computer Elmo Smartboard PowerPoint Presentation EDU Typing Schoology</p>	Review notes daily.	<p>Observe students and answer questions.  Record typing grade.</p>	<p><b>CTE Standard #1</b> – Exhibit proper use of basic computer components, including hardware, operating systems, <b>software, file management</b>, and network functions. <b>CTE Standard #3</b> - Demonstrate correct data input techniques with acceptable speed and accuracy.</p>
W E D	<p><b>Students will review:</b> Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p><b>Lecture/Class Discussion:</b> Introduction to Microsoft Word – Inserting/Formatting Pictures <b>Typing Lab:</b> I &amp; R Keys <b>FBLA:</b> CTE Planning <b>Time Duration:</b> 62 minutes <b>Integrated Academics:</b> Reading, Writing, Communication, Active Listening, Investigating, Technology</p>	<p>Computer Elmo Smartboard PowerPoint Presentation EDU Typing Schoology</p>	None	<p>Observe students and answer questions. Grade class assignment.</p>	<p><b>CTE Standard #4</b> – Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving. Exhibit proper use of basic.</p>

T H U R	<p><b>Students will:</b> Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p><b>Lecture/Class Discussion:</b> Introduction to Microsoft Word – Using Shapes <b>FBLA:</b> CTE Recruitment/Planning <b>Time Duration:</b> 62 minutes <b>Integrated Academics:</b> Reading, Writing, Communication, Active Listening, Investigating, Technology</p>	<p>Computer Elmo Smartboard PowerPoint Presentation EDU Typing Schoology</p>	<p>Review notes daily.</p>	<p>Observe students and answer questions.  Record typing grade.</p>	<p><b>CTE Standard #1</b> – Exhibit proper use of basic computer components, including hardware, operating systems, <b>software, file management,</b> and network functions.  <b>CTE Standard #3</b> - Demonstrate correct data input techniques with acceptable speed and accuracy.</p>
F R I	<p><b>Students will review:</b> Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p><b>Lecture/Class Discussion:</b> Introduction to Microsoft Word – Using Shapes <b>Class Assignment:</b> Lesson 13 – Inserting and Formatting Pictures <b>FBLA:</b> CTE Planning <b>Time Duration:</b> 62 minutes <b>Integrated Academics:</b> Reading, Writing, Communication, Active Listening, Investigating, Technology</p>	<p>Computer Elmo Smartboard PowerPoint Presentation EDU Typing Schoology</p>	<p>None</p>	<p>Observe students and answer questions.  Grade class assignment.</p>	<p><b>CTE Standard #4</b> – Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving. Exhibit proper use of basic.</p>