

	OBJECTIVES	ACTIVITIES	RESOURCES	HOMEWORK	EVALUATION	STANDARDS
M O N	<p>Students will review: Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>Lecture/Class Discussion: Introduction to Microsoft Word – Selecting, Copying/Pasting Text Bell Ringer: Chapter Concepts I Class Assignment: Lesson 2 – Formatting Text FBLA: CTE Recruitment/Planning Time Duration: 62 minutes Integrated Academics: 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 bell ringer.</p>	<p>CTE Standard #4 – Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving. Exhibit proper use of basic.</p>
T U E	<p>Students will: Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>Lecture/Class Discussion: Introduction to Data Input – “The Keyboard” FBLA: CTE Recruitment/Planning Typing Lab: Home Row Reinforcement Keys Time Duration: 62 minutes Integrated Academics: 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>CTE Standard #1 – Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, and network functions. CTE Standard #3 - Demonstrate correct data input techniques with acceptable speed and accuracy.</p>
W E D	<p>Students will review: Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>Lecture/Class Discussion: Introduction to Microsoft Word – Selecting, Copying/Pasting Text Bell Ringer: Chapter Concepts I Class Assignment: Lesson 4 – Proofing Your Document FBLA: CTE Recruitment/Planning Time Duration: 62 minutes Integrated Academics: 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 bell ringer.</p>	<p>CTE Standard #4 – Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving. Exhibit proper use of basic.</p>

T H U R	<p>Students will: Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>Lecture/Class Discussion: Introduction to Data Input – “The Keyboard” FBLA: CTE Recruitment/Planning Typing Lab: H & E Keys Time Duration: 62 minutes Integrated Academics: 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>CTE Standard #1 – Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, and network functions. CTE Standard #3 - Demonstrate correct data input techniques with acceptable speed and accuracy.</p>
F R I	<p>Students will: Utilize word processing skills, including creating page layout, proofreading, editing, printing, and saving.</p>	<p>Lecture/Class Discussion: Introduction to Data Input – “The Keyboard” FBLA: CTE Recruitment/Planning Timed Typing Home Row Keys (1-minute) Time Duration: 62 minutes Integrated Academics: 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>CTE Standard #1 – Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, and network functions. CTE Standard #3 - Demonstrate correct data input techniques with acceptable speed and accuracy.</p>