***Lesson Plans for the Week of: March 6-10, 2017 Teacher: J. McMullen Course: Keyboarding Periods: 5/6***

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| ***Essential Components of each Lesson*** | **Monday** | **Tuesday** | **Wednesday** | | **Thursday** | | **Friday** |
| ***Competency #:***  ***The Student Will:*** | 6152-15- Demonstrate time-, task-, and resource-management skills.  -18- Demonstrate proficiency with technologies common to a specific occupation.  -19- Demonstrate information technology skills.  -20- Demonstrate an understanding of Internet use and security issues.  -37- Maintain workstation, equipment, materials and supplies  -38- Boot, access, reboot and shut down an operating system and start and exit software programs.  -39- Use best practices for computer security.  -40- Input data and commands using peripherals (keyboard).  -41- Key alphabetic, numeric and symbol information, using a touch system and correct techniques.  -42- Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse and function keys.  -43- Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management  techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete, and create/manipulate directories.  -44- Improve keyboarding techniques.  -45- Increase keyboarding speed & accuracy (3 minute).  -46- Proofread copy, using Proofreaders’ Marks.  -57- Apply principles of typography. | | | | | | |
| ***Resources:*** | -Century 21 Keyboarding & Word Processing | | |  | |  | |
| ***Lesson/Activity***  ***Type of Presentation*** | No Class | No Class | No Class | | * Warm-up 2-3min. On-line * Demonstrate Speed & Accuracy for 3 minute timed writing * Demonstrate & practice the understanding of using Horizontal/Vertical centering along with Page Break * Identify and practice appropriate keystokes for Touch Typing using typingweb.com tutorial – Intermediate/Advanced Level | | * Warm-up 2-3min. On-line * Demonstrate & practice the understanding of using Horizontal/Vertical centering along with Page Break * Identify and practice appropriate keystokes for Touch Typing using typingweb.com tutorial – Intermediate/Advanced Level Make-up Work |
| ***Assessment:*** |  |  |  | | -Timed Writing #3-3 min  -Centering pages 107 & 109  -Observation of Keying Technique/Posture | | -Centering pages 107 & 109  -Observation of Keying Technique/Posture |
| ***Extension/***  ***Homework*** |  |  |  | | N/A | | N/A |