Title : Unit 1: Orientation and Ethics and Unit 4: Keyboarding

Teacher: Cooper, Tracy   **Begin Date:** 08/30/2010   **End Date:** 09/03/2010   **Subject:** ICT

Objectives/Standards :
- ICTI2.b - Define and illustrate current terminology associated with computers.
- ICTI2.4 - Perform basic keyboarding applications. CP1, CP2, CP3, CP4, CP5
- ICTI2.a - Demonstrate proper hand, finger, and body position when using a keyboard (ongoing).
- ICTI2.b - Use correct finger reaches from home row to top/bottom row keys (ongoing).
- ICTI2.c - Perform touch typing by keying words, sentences, and paragraphs (ongoing).
- ICTI2.f - Use the numeric keypad to key numbers Competencies and Suggested Objectives (ongoing).
- ICTI3.e - Define encryption and explain why it is necessary.

Plan :

Monday:
1. Bellwork: Reading Comprehension: The students will login to Blackboard and go to the following website where they will read "Fast Food" and answer questions about it:
http://www.eflnet.com/reading/fastfood.php
2. The teacher will review home row keys with the students.
3. The teacher will review proper keyboarding technique with the students.
4. The teacher will explain the rubric for Alphabetic Keyboarding. A copy of the rubric will stay on the copyboards at each computer station.
5. The students will login to Microtype 4.2 and do Alphabetic Keyboarding, Lesson 1 (Home Row). The lesson will be graded.
6. Homework Assignment #2: Complete Unit 1/Part 2 vocabulary review sheet.

Tuesday: Open House
1. Bellwork: The students will complete an activity via Blackboard on Order of Operation on the following website: http://amby.com/educate/ord-op/pretest.html
2. The teacher will take up last night's homework.
3. Oral review: The teacher will review the vocabulary from last week. (Unit 1, part 2)
4. The students will login to Microtype 4.2 and do Alphabetic Keyboarding, Lesson 2 (Review Home Row). The lesson will be graded.
5. The teacher will begin grading the students on their keyboarding technique.