**Lesson Plans: Computers Grade 6-7**

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|  | Common Core SS | Objectives Do Now | | | |  | | Lesson Taught | | Assignments | | Homework |
| Day One  6-7  M-F  Day  Two  Day  three | Construct Business Documents using Word Processing Applications  L.2.1  W 2.5 | | 1. To format business documents (e.g., letters, memos, outlines, newsletters, 2. Demonstrate command of the conventions of standard English grammar and usage when writing and speaking (ONGOING) 3. With guidance and support from adults, use a variety of digital tools to produce and publish writing, including in collaboration with peers. | | What computer skills do you need to take the NWEA or MStep Test? | | The students will learn the M.S. Word toolbar which include clipboard, font style, and paragraph. | | | | The students will role play being the parent learning the purpose of the NWEA. | Due by Friday of each week.  A summary on a famous African Person. Write 8-10 sentences about that person. |
| Name 3 testing strategies you use when your testing? | | The students will learn how to use the tabs in M.S. Word. | | | | The students will take the NWEA practice test. |
| What are the four goal names and explain each one? | | The students will take a quiz that consist of t/f and fill-in the blank regarding the toolbar and tabs. | | | | The students will learn how to improve their RIT Score and how to read the RIT reference chart and understand the areas that governing their RIT Score. |
| Leader In Me:  “Leaders can accomplish little without understanding and engaging the qualities of the heart.” – Daniel Goleman | | | | | | | | | | | | |
| HOTS:  The students will understand how to communicate their opinions through writing. | | | | | | | | | | | |  |
| Assessment questions:  Where on the toolbar is the chart icon located? What symbol on the chart tells you to add a column or row? | | | | | | | | | | | |  |
| Key Vocabulary:  Day 1: RIT Score, Goals, & Averages | | | | **Day 2: Rank, Measurements, charts, and Graphs** | | | | | **Day 3:** N/A | | | |
| Materials, Visuals/Resources:  Computer, work sheet, notebook, pencil or pen. | | | | | | | | | | | |  |
| How lesson relates to NWEA/M-STEP:  The lesson relates to our global/international society because each business must communicate with people along other businesses this helps to created more revenue. | | | | | | | | | | | | |
| Technology:  Computers | | | | | | | | | | | |  |
| Preparation:  Each day I read the Do Now, Vocabulary, and Classwork to the students weekly. | | | | | | | | | | | |  |
| Motivation:  I give stickers, small tokens and bonus points to motivate students to participate in class activities. I also have a slogan wall and its use for classroom management that rewards the class for good behavior. | | | | | | | | | | | |  |
| Extension:  The students will practice working on their home row keys at least 15 minutes a day. Each student is responsible for completing a current event each week. Also, any class work not completed should be done at home. | | | | | | | | | | | |  |
| DI for Resource Students:  The lessons are done in a variety of ways through handouts, visual aids, peer groups, short drills and modified test. | | | | | | | | | | | |  |
| DI for Tier 3 and Tier 2 Students:  The lessons are done in a variety of ways through handouts, visual aids, peer groups, short drills and modified test. | | | | | | | | | | | |  |
| Notes: I meet with 6-7 grade on Mon., Tues., & Thursday. | | | | | | | | | | | |  |