|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher Name**  | **Williams, Anthony**  | **Unit Name**  | **Week 2**  |
| **Course**  | **Business Info. Mgmt.**  | **Dates**  | **8/29 – 9/2**  |

|  |  |
| --- | --- |
| **Monday**  | **Daily Objective:** This week we will focus on learning the foundation of Word Processing that includes the Ribbon & Window Layout.  **Agenda with Approximate Time Limits:**   1. Do Now: Launch Canvas to review this week’s agenda; and launch Microsoft Word application. Then wait. (5 minutes)
2. Direct Instruction: Discussing how to take notes in the course; How to save a File; and Introduction to Microsoft Word Window Layout (20 minutes)
3. Guided Practice: Review notes and save file to your usb flash drive (20 minutes)
4. Exit Ticket: Q&A (5 minutes)

**Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizizz, Unit Tests, Digital Notebooks, G-Metrix**Modifications:** Word Wall, Lecture Notes, Simulations, Videos **Intervention:** Students will be provided Teacher email & Tutorial Hours **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences**Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources.  |
|   |   |
| **Tuesday**  | **Daily Objective:** This week we will focus on learning the foundation of Word Processing that includes the Ribbon & Window Layout.  **Agenda with Approximate Time Limits:**   1. Do Now: Launch Canvas to review this week’s agenda; and launch Microsoft Word application. Then wait. (5 minutes)
2. Direct Instruction: Discussing difference between File Save As vs. Save; Split Screen, and other useful tips for the course (20 minutes)
3. Guided Practice: Review notes and utilize the steps to save file to your usb flash drive (20 minutes)
4. Exit Ticket: Q&A (5 minutes)

**Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizizz, Unit Tests, Digital Notebooks, G-Metrix**Modifications:** Word Wall, Lecture Notes, Simulations, Videos **Intervention:** Students will be provided Teacher email & Tutorial Hours **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences**Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources. |
|   |   |
| **Wednesday/Thursday**  | **Daily Objective:** This week we will focus on learning the foundation of Word Processing that includes the Ribbon & Window Layout.  **Agenda with Approximate Time Limits:**   1. Do Now: Log in to Canvas to review this week’s agenda. The open a new window tab, then wait. (5 minutes)
2. Direct Instruction: Discussing how to navigate with 2 Course Resources (25 minutes)
3. Guided Practice: Registering with 2 web resources; then completing 2 class assignments (40 minutes)
4. Exit Ticket: TBA (20 minutes)

**Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizizz, Unit Tests, Digital Notebooks, G-Metrix; Discussion Posts**Modifications:** Word Wall, Lecture Notes, Simulations, Videos **Intervention:** Students will be provided Teacher email & Tutorial Hours **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences**Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources.  |
|   |   |
| **Friday**  | **Daily Objective:** This week we will focus on learning the foundation of Word Processing that includes the Ribbon & Window Layout.  **Agenda with Approximate Time Limits:**   1. Do Now: Log in to Canvas to review this week’s agenda; Open a new Web Tab, then wait. (5 minutes)
2. Direct Instruction: Discussing/Modeling how to navigate with Online Keyboarding Account (20 minutes)
3. Guided Practice: Create Keyboarding Account & record your email & password (20 minutes)
4. Exit Ticket: TBA (5 minutes)

**Formative Assessment:** Smart Board, Keyboarding Account, MOS Websites, Quizizz, Typing Tests, Projects, Quizizz, Unit Tests, Digital Notebooks, G-Metrix; Discussion Posts**Modifications:** Word Wall, Lecture Notes, Simulations, Videos **Intervention:** Students will be provided Teacher email & Tutorial Hours **Extension:** Peer Assistance, Lunch Tutorials, Student Conferences**Follow-Up/Homework:** Students should review the posted course syllabus on Canvas to become more familiar with expectations, weekly assignments, and resources.  |