Fundamentals of Computing Week 7: 02.12 - 02.16

	Monday 2/12	Tuesday 2/13	Wednesday 2/14	Thursday 2/15	Friday 2/16
Learning Objective	Demonstrate skills associated with the use of common workplace technologies.	Demonstrate skills associated with the use of common workplace technologies.	Demonstrate skills associated with the use of common workplace technologies.	Demonstrate skills associated with the use of common workplace technologies.	Teacher Workday/ No School
Activator – Lesson Importance	Define Key Terms	Define Key Terms	Define Key Terms	Define Key Terms	
	Student will create a business letter with a letterhead and table in Word.	Student will create a business letter with a letterhead and table in Word.	Student will create a business letter with a letterhead and table in Word.	Student will create a business letter with a letterhead and table in Word.	
Guided Practice	Create and edit document with teacher demonstration.	Create and edit document with teacher demonstration.	Create and edit document with teacher demonstration.	Create and edit document with teacher demonstration.	
Transition	Teacher Observation	Teacher Observation	Teacher Observation	Teacher Observation	

Independent Practice

				graphics, and insert symbols.	
How Will You	Check the progress of lab	Check the progress of lab work	Check the progress of lab	Check the progress of lab	
Check for	work to make sure students are using the correct formatting tools - Insight	to make sure students are using the correct formatting tools - insight	work to make sure students are using the correct formatting tools - insight	work to make sure students are using the correct formatting tools.	
Understanding					
Throughout the					
Lesson?					
Homework/					
Upcoming					
Assessments					