LESSON PLANS Semester Fall Week of Year 1 For Week Beginning 8/25/08 School Secondary Instructor L. Sparks Room 6B

	SUBJECT: BCIS GRADE:	SUBJECT: Keyboarding GRADE: 8	SUBJECT: Web Mastering GRADE:	SUBJECT: Yearbook GRADE:	SUBJECT: Keyboarding GRADE: 7	SUBJECT: GRADE:
MONDAY	ASSIGNMENT: Go over classroom rules, computer parts and programs and what is expected from each student. Get to know each student.	Go over classroom rules, computer parts and programs and what is expected from each student. Get to know each student.	Go over classroom rules, computer parts and programs and what is expected from each student. Get to know each student.	Go over classroom rules, computer parts and programs and what is expected from each student. Get to know each student.	Go over classroom rules, computer parts and programs and what is expected from each student. Get to know each student.	
TUESDAY	ASSIGNMENT: Southwestern Keyboarding Lesson A & B Brush up on keyboarding skills	Southwestern Keyboarding Lesson A & B Brush up on keyboarding skills	Southwestern Keyboarding Lesson A & B Brush up on keyboarding skills	Assign boxes to each student, talk about last year's yearbook, what we would like in this year's book.	Lesson 1 & 1R Learn Home Row Learn proper hand position,	
WEDNESDAY	ASSIGNMENT: Southwestern Keyboarding Lesson C & D Brush up on keyboarding skills	Southwestern Keyboarding Lesson C & D Brush up on keyboarding skills	Southwestern Keyboarding Lesson C & D Brush up on keyboarding skills	Talk about themes and ladders.	Lesson 2 New keys: H & E Southwestern Keyboarding	
THURSDAY	ASSIGNMENT: Southwestern Keyboarding Lesson E & F Brush up on keyboarding skills	Southwestern Keyboarding Lesson E & F Brush up on keyboarding skills	Southwestern Keyboarding Lesson E & F Brush up on keyboarding skills	Put the new program onto each computer.	Lesson 3 New keys I & R Southwestern Keyboarding	
FRIDAY	ASSIGNMENT: Southwestern Keyboarding Lesson G & H Brush up on keyboarding skills	Southwestern Keyboarding Lesson G & H Brush up on keyboarding skills	Southwestern Keyboarding Lesson G & H Brush up on keyboarding skills	Do a practice page in Adobe InDesign.	Southwestern Keyboarding Lesson 4 Review hand positionand and home row.	

Submit - Mr. Naumann Submit - Mr. Hord RESET FORM