

# Career & Technical Education

7th Grade - Introduction to Office Productivity  
Ms. Nelson

## WEEKLY LEARNING PDSA/PLAYLIST

**Class Vision:** Ms. Nelson's 7th Grade class will read our playlists, complete all work and give our best effort to achieve the class goal for this school year to be better prepared for our future selves.

*Weeks of September 14th - September 25th, 2020*

**Class Mission:** We are Ms. Nelson's 7th grade Introduction to Office Productivity class. We are here to be leaders, to learn & grow & have fun. We will do this by coming to class, paying attention, being prepared & doing our work so we will be ready for the real world.

**Long-Term Goal:** By the end of this 9-weeks, 100% of students will know & understand spreadsheets/slides, presentation techniques & word processing as measured by scores of 80% or better on weekly quizzes/tests & will be able to discuss jobs, occupations &/or careers related to this curriculum.

### This Cycle:

Students will Know & Understand and Process Advanced Word Documents & Create a Proper Research Paper.

Teacher: Ms. Nelson

Teacher **Office Hours:** Monday - Friday 3:00pm to 4:00pm

Teacher **Phone Number:** 252-444-5125

Teacher **Email:** [cheryl.nelson@cravenk12.org](mailto:cheryl.nelson@cravenk12.org)

### Learning Targets

#### These 3 weeks we will...

1. Learn Advanced Word Processing Techniques
2. Learn How to Create a Proper Research Paper
3. Learn About Different Careers

#### I can...

- Learn & Understand advanced word processing techniques
- Learn & Understand Research Basics
- Tell About Careers (View)
  - Careers
    - [Careers](#)
    - [Goals](#)
    - [Who Am I?](#)
    - [Jobs I can have when I grow up](#)
    - [Careers](#)

#### Vocabulary:

1. Research Paper

2. MLA Formatting

3. Word Processing

4. Citing Sources

		<b>Plan</b> FOR LEARNING	<b>Do</b> PRACTICING & MASTERING	<b>Study</b> EVIDENCE of LEARNING	<b>Act</b> LEARNING RESULTS & +/- $\Delta$				
<b>PDSA</b>		<p><b>Learning Target:</b> Everyone Identifies &amp; Knows the Alphabetic Keyboard &amp; Proper Keyboarding Technique</p> <p><b>Measure:</b> Quiz</p> <p><b>Proficiency:</b> 80% or better on Quiz</p>	<p><b>The Teacher Will:</b></p> <ul style="list-style-type: none"> <li>Explain &amp; Show Advanced Word Processing Techniques</li> <li>Explain Sentence Structure</li> <li>Explain Writing Paragraphs</li> <li>Explain Proper Writing &amp; Research Papers</li> <li>Provide Resources to Complete &amp; Write a Proper Research Paper</li> </ul> <p><b>The Student Will:</b></p> <ul style="list-style-type: none"> <li>Ask Questions</li> <li>Pay Attention</li> <li>Take Notes</li> <li>Complete Assignments</li> <li>Begin Writing Career Research Paper</li> </ul>	<p>What Does the Data Show?</p> <p>I made a _____ on the assessment. (Your PDSA Form)</p> <p>The Class Average was _____% (Class PDSA Form)</p>	<p>LEARNING RESULTS</p> <p>_____ The Plan Was Successful _____ The Plan Was Not Successful</p> <table border="1"> <thead> <tr> <th>Plus (+) What Worked</th> <th>Delta (<math>\Delta</math>) What Didn't Work</th> </tr> </thead> <tbody> <tr> <td>• •</td> <td>• •</td> </tr> </tbody> </table>	Plus (+) What Worked	Delta ( $\Delta$ ) What Didn't Work	• •	• •
Plus (+) What Worked	Delta ( $\Delta$ ) What Didn't Work								
• •	• •								
<b>Monday</b>	9/14		<p><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>Watch:             <ol style="list-style-type: none"> <li><a href="#">Your Phone</a></li> <li><a href="#">Your Phone</a></li> </ol> </li> <li>Watch Presentation on Research Paper (Take Notes)</li> <li>Watch Video on Careers             <ol style="list-style-type: none"> <li><a href="#">Careers</a></li> </ol> </li> </ol>						
<b>Tuesday</b>	9/15		<p><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>Study your <b>Notes</b> for the Quiz tomorrow. The Quiz will be on the powerpoint presentation research Paper</li> <li>Watch Google Docs Videos             <ol style="list-style-type: none"> <li><a href="#">What is Google Docs?</a></li> <li><a href="#">Google Docs for Kids: Part 1</a></li> <li><a href="#">Google Docs for Kids: Part 2</a></li> <li><a href="#">Google Docs for Kids: Part 3</a></li> </ol> </li> <li>Take Notes</li> </ol>						
<b>Wednesday</b>	9/16		<p><b>NO ZOOM</b></p> <p>If you haven't taken notes from the slide shows make sure you do so you can use the notes with your quiz.</p> <p>Submit in <b>Canvas Assignment #1</b> the Career you have selected to do your Career Research Project on. I will send you an approval or ask you to select a different one.</p>						
<b>Thursday</b>	9/17		<p><b>ZOOM</b></p> <p>Study Notes for Quiz</p>						
<b>Friday</b>	9/18		<p><b>ZOOM</b></p> <p>Take Quiz</p>						
<b>Week 2</b>			<ol style="list-style-type: none"> <li>Research Paper Introduction <a href="#">Career Research Paper Guide</a></li> </ol>						
<b>Monday</b>	9/21		<p><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>Watch the videos on How to Write a Research Paper             <ol style="list-style-type: none"> <li><a href="#">What is research?</a></li> <li><a href="#">Research Paper - Brainstorming</a></li> <li><a href="#">Research Paper - Planning</a></li> <li><a href="#">Research Paper - Researching</a></li> <li><a href="#">Research Paper - Writing a Draft</a></li> </ol> </li> </ol>						

			<ul style="list-style-type: none"> <li>f. <a href="#">Research Paper - Revising</a></li> <li>g. <a href="#">Writing an Introduction to a Research Paper</a></li> </ul>		
<b>Tuesday</b>	9/22		<p style="text-align: center;"><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>1. Watch Videos on How to Write Sentences <ul style="list-style-type: none"> <li>a. <a href="#">What is a Sentence?</a></li> <li>b. <a href="#">Writing a Sentence</a></li> <li>c. <a href="#">How to Write a Complete Sentence</a></li> <li>d. <a href="#">Writing Complete Sentences</a></li> <li>e. <a href="#">Sentence Song</a></li> <li>f. <a href="#">A Sentence</a></li> <li>g. <a href="#">Sentences</a></li> <li>h. <a href="#">Conjunction Junction</a></li> <li>i. <a href="#">Sentences: Verbs</a></li> <li>j. <a href="#">Sentences: Nouns</a></li> <li>k. <a href="#">Sentences: Adverbs</a></li> <li>l. <a href="#">Sentences: Adjectives</a></li> <li>m. <a href="#">Sentences: Pronouns</a></li> <li>n. <a href="#">Sentences: Prepositions</a></li> <li>o. <a href="#">Sentences: Interjections</a></li> <li>p. <a href="#">Sentences: Subject &amp; Predicate</a></li> </ul> </li> </ol>		
<b>Wednesday</b>	9/23		<p style="text-align: center;"><b>NO ZOOM</b></p> <p>Work on Google Docs Career Paper  <a href="#">Career Research Paper</a>  <b>Make sure you write down where you get your information, like websites.</b></p> <p><b>DO NOT submit your Paper. Next week we will review Plagiarism and how to cite your sources.</b></p>		
<b>Thursday</b>	9/24		<p style="text-align: center;"><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>1. Discussion on Writing Paragraphs</li> <li>2. Watch the Videos on How to Write Paragraphs <ul style="list-style-type: none"> <li>a. <a href="#">Introduction</a></li> <li>b. <a href="#">Body Paragraphs</a></li> <li>c. <a href="#">Conclusion</a></li> <li>d. <a href="#">What is a Paragraph?</a></li> <li>e. <a href="#">Writing a Paragraph</a></li> <li>f. <a href="#">How to Write Paragraphs</a></li> </ul> </li> <li>3. Graphic Organizers <ul style="list-style-type: none"> <li>i. <a href="#">What is a Graphic Organizer?</a></li> <li>ii. <a href="#">How To: Graphic Organizer</a></li> <li>iii. <a href="#">Using Graphic Organizers in Writing</a></li> <li>iv. <a href="#">Completing a Graphic Organizer</a></li> <li>v. <a href="#">Using a Graphic Organizer</a></li> <li>vi. <a href="#">Use this Graphic Organizer for your Career Paper</a></li> </ul> </li> </ol>		
<b>Friday</b>	9/25		<p style="text-align: center;"><b>NO ZOOM</b></p> <p><b>Work on or Start Researching your Career using the Guide Below:</b>  <a href="#">Career Research Paper Guide</a></p> <p><b>Make sure you write down where you get your information, like websites.</b></p> <p><b>DO NOT submit your Paper. Next week we will review Plagiarism and how to cite your sources.</b></p> <p><b>Make sure that most of your paper is complete by Monday. You will be shown next week how to cite your sources. That will be the last thing you do.</b></p> <p><b>Paper DUE Date: October 2nd</b></p>		
<b>Monday</b>	9/28		<p style="text-align: center;"><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>1. We will watch some of these, but if you are unsure while you are writing your paper you may refer back to these resources.</li> </ol>		

			<p>2. <u><a href="#">Citing Your Sources &amp; Plagiarism</a></u></p> <ol style="list-style-type: none"> <li><u><a href="#">Citation for Beginners</a></u></li> <li><u><a href="#">Citing Your Sources: Why &amp; How To Do It</a></u></li> <li><u><a href="#">Why We Cite Sources</a></u></li> <li><u><a href="#">Ethics</a></u></li> <li><u><a href="#">Plagiarism</a></u></li> <li><u><a href="#">Plagiarism</a></u></li> <li><u><a href="#">Plagiarism</a></u></li> <li><u><a href="#">Copyright &amp; Plagiarism</a></u></li> <li><u><a href="#">Copyright</a></u></li> <li><u><a href="#">Summarizing &amp; Paraphrasing</a></u></li> <li><u><a href="#">Internet Research</a></u></li> </ol>		
<b>Tuesday</b>	9/29		<p style="text-align: center;"><b>ZOOM</b></p> <ol style="list-style-type: none"> <li>1. <b>MLA Format</b> <ol style="list-style-type: none"> <li><u><a href="#">Using Citations Effectively</a></u></li> <li><u><a href="#">MLA Style Citing</a></u></li> <li><u><a href="#">MLA Format for Beginners</a></u></li> <li><u><a href="#">MLA</a></u></li> <li><u><a href="#">MLA for Google Docs</a></u></li> <li><u><a href="#">MLA Google Docs</a></u></li> <li><u><a href="#">Google Docs MLA</a></u></li> <li><u><a href="#">Using the Citation Tool in Google Docs</a></u></li> <li><u><a href="#">MLA Google Docs</a></u></li> <li><u><a href="#">InText Citations</a></u></li> </ol> </li> <li>2. You may use these resources for your Works Cited Page: <ol style="list-style-type: none"> <li><u><a href="#">MLA Citation : Lakewood City Schools</a></u></li> <li><u><a href="#">MLA: Sierra Verde STEAM Academy</a></u></li> <li><u><a href="#">MLA Cheat Sheet: The Learning Hub</a></u></li> </ol> </li> <li>3. <u><a href="#">Submitting an Assignment in Canvas</a></u></li> <li>4. <u><a href="#">Changing Privacy Settings</a></u></li> <li>5. <u><a href="#">Uploading a Google Doc &amp; Sharing in Canvas</a></u></li> </ol>		
<b>Wednesday</b>	9/30		<p style="text-align: center;"><b>NO ZOOM</b></p> <p>Continue Working on Your Career Paper. Remember it is due Friday, October 2nd. You should have everything done, except your MLA Citation Page!!</p>		
<b>Thursday</b>	10/1		<p style="text-align: center;"><b>ZOOM</b></p> <p>Finish Your Career Research Paper in Google Docs</p>		
<b>Friday</b>	10/2		<p style="text-align: center;"><b>ZOOM</b></p>		

**BONUS:** Click here to access your own PDSA Collection Form that you can type your information in. If you complete it and turn it in at the end of every 2 weeks you can get a bonus of 100! . [Student PDSA Form](#)