

# CAREER & TECHNICAL EDUCATION

**MS. NELSON**

7th Grade ----- Introduction to Office Productivity

Week 1: August 17th - August 21st, 2020

## MONDAY

1. **Welcome** (14 min)
  - Opening
2. **Syllabus** (15 min)
  - Introduction
  - Expectations
2. **Discussion re: "All About Me"** (2 min)
3. **Break Out "All About Me" - Using Graphic Organizer** (15 min)
4. **"All About Me" Activity**
5. **Canvas Orientation Discussion** (3 min)
6. **Complete Canvas Orientation Assignments** (Homework - Due Date: Tuesday, August 18, 2020) (25 min)

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## TUESDAY

1. **Opening** (13 min)
2. **Course Outline Review** (8 min)  
Blueprint Review: 1.00
  - **Understand and process advanced documents.**
    - *Understand and apply word processing features to business documents – an agenda.*
    - *Understand and apply word processing features to business documents – meeting minutes.*
    - *Understand and apply word processing features to business documents – a research report in MLA format.*
    - *Understand and apply word processing features to business documents – a table of contents.*
3. **Discussion: "iPad vs. Standard Keyboard"** (3 min)
4. **BreakOut "iPad vs. Standard Keyboard"-Using Comparison Graphic Organizer** (15 min)
5. **After Zoom Class Meeting work on All About Me Activity**
  - DUE: Friday, August 21, 2020 by 11:59pm
  - Watch as a class on Monday, August 24, 2020

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## WEDNESDAY

1. **Work on "All About Me" Project**
  - **Due Friday, August 21, 2020 by 11:59pm** (This is a MAJOR GRADE in PowerSchool.) **NO ZOOM ON WEDNESDAY'S** (County Mandate)

## THURSDAY

1. **Opening** (12 min)
2. **Discuss Progress on "All About Me" Project** (2 min)
3. **IPad Tips & Tricks Videos - Take Notes for Quiz**
  - Introduction to the Keyboard (3.24 min)  
<https://www.youtube.com/watch?v=nlNn2Uw3FAg>
  - 10 Easy Shortcuts Everyone Needs to Know (10 min)  
<https://www.youtube.com/watch?v=HG5aNPH0eKs>
  - IPad Tips & Tricks (4.24 min)  
<https://www.youtube.com/watch?v=sPDLDG-UD5c&pbjreload=101>
4. **Take Quiz using link on Canvas** (You may use your notes) (15 min)
5. **Turn in All About Me Projects** - by 11:59 pm Friday, August 21, 2020

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## FRIDAY

1. **Opening** (34 min)
2. **Project Reminder** ("All About You" Projects due by 11:59pm tonight, Friday, August 21, 2020.) (2 min)

Have a great weekend!