

Teacher Name : Victoria Kozlek

Subject : Computer Literacy

Start Date(s): Week 5

Grade Level (s): 8th Grade

Building :

Unit Plan

Unit Title: Microsoft Word: MLA, and Research Project Unit

Essential Questions:

1. Can you properly set the margins for a LEFT-BOUND REPORT and insert FOOTNOTES using MS Word?
2. Can you properly format a MLA Header?
3. Can you properly alphabetize and structure a BIBLIOGRAPHY using HANGING INDENTS?
4. Can you properly assemble a report for final submission using MLA Format?

Standards: PA Core Standards, PA Academic Standards/Anchors (based on subject)

15.4.8.L: Evaluate the accuracy and bias of online sources of information; appropriately cite online resources.

W 5, W 6, W 10, SL 5: Apply advanced formatting and page layout features when appropriate (e.g., columns, templates, and styles) to improve the appearance of documents and materials.

Summative Unit Assessment: Independent Research Project using MLA Format

Summative Assessment Objective	Assessment Method (check one)
Students will learn how to research using valid websites and type a research paper using MLA format during this unit of study. Students will turn in their final paper for assessment.	<input checked="" type="checkbox"/> Rubric <input type="checkbox"/> Checklist <input type="checkbox"/> Unit Test <input type="checkbox"/> Group <input type="checkbox"/> Student Self-Assessment <input type="checkbox"/> Other

DAILY PLAN

Day	Objective (s)	DOK LEVEL	Activities / Teaching Strategies	Grouping	Materials / Resources	Assessment of Objective (s)
21	Students will demonstrate use of intermediate features in word processing application (e.g., tabs, indents, headers and footers, end notes, etc.	2	Microsoft MLA Research Project- Research Continued, Students will continue composing draft Copy of Paper	,I	Independent Research Paper Question templates and research guides.	Formative: Draft Copy of Paper
22	Students will demonstrate use of intermediate features in word processing application (e.g., tabs, indents, headers and footers, end notes, etc.	2	Microsoft MLA Research Project- Formatting and Typing Paper. Teacher will do whole group instruction to explain how students set up their paper in correct MLA formatting. Students will independently begin typing their draft copies.	W,I	Independent Research Paper Question templates and research guides.	Formative: Draft Copy of Paper
23	Students will apply advanced formatting and page layout features when appropriate in a resume format in Microsoft Word.	1,2	Microsoft MLA Research Project- Formatting Works Cited Page Teacher will do whole group instruction to teach students how to create their bibliography/works cited page.	W,I	Independent Research Paper Question templates and research guides.	Formative: Draft Copy of Paper
24	Students will apply advanced formatting and page layout features when appropriate in a resume format in Microsoft Word.	4	Microsoft MLA Research Project Due Date: Students will have one more class period to perfect and print out their research papers for their final grade. Students may share papers with classmates for peer review.	I	Independent Research Paper Question templates and research guides.	Summative- Research Paper Project
25	Students will use advanced formatting features of a spreadsheet application (e.g., reposition columns and rows, add and I name worksheets).	1	Introduction to Excel /Battle Ship Activity Students will take notes on excel vocabulary. Students will participate in a class game of "battleship" to learn how to format and manipulate cells.	W	-Teacher Excel Introduction Powerpoint -Microsoft Excel Software -"You Sunk my Battleship Worksheet"	Formative-Journal Reflection, Battleship Project

Teacher Name : Victoria Kozlek

Subject : Computer Literacy

Start Date(s): Week 6

Grade Level (s): 8th Grade

Building :