***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: October 29- November 2

Curriculum Standard and/or Instructional Objectives:

Instructional Activities/Strategies: Students are to apply COMPUTER skills in WORD PROCESSING, SPREADSHEETS, DATABASE AND INTEGRATION OF ALL SOFTWARE.

MATERIALS NEEDED Textbook: Shelly Cashman Series Microsoft Office 2007.

DAY ACTIVITY

Monday, October 29, WD Chapter 2 WD74 Begin going through the steps in the book to create a research paper. Use your name as the header in the paper

Tuesday, October 30, WD 138-141 Labs 1 & 2 Make sure you read all instructions for both of the papers. Each paper has three pages read and follow the steps

Wednesday, Continue working on reports.

Thursday, November 1 Continue working on reports Make sure create a work cited page for both reports. The information for the work cited page for lab #2 is on WD 141.

Friday, November 2, print out lab 1 and save lab 2 either on flash drive or on weebly site under class work

Monday, November 5, Make sure all work is complete

Weekly Assessment:

Assessment Tool (F=Formal; I=Informal) Administration Day

I = oral evaluation, and printed exercises Informal evaluation each day.