***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

 Integrated Business Applications Period: 2,3,4,6 Date: November 5-9

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, November 5, Complete all missed work and turn it in

Tuesday, November 6, Election Day no school

Wednesday November 7, Make up work

Thursday, November 8 complete and turn in all missed work (administer PLAN test first three periods)

Friday, November 9, complete and turn in all missed work

Monday, November 12, Begin working on final report

Weekly Assessment:

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

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