***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: November 12-16

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 12, set up and key a report to be graded for a test grade. The report has three pages make sure to include the work cited page

Tuesday, November 13, complete and turn in the report make sure to check your work before turning it in.

Wednesday November 14, multiple choice test on WD. Chapter 2 students may use their books and notes.

Thursday, November 15 Begin taking notes on WD. Chapter 3

Friday, November 16, complete and print notes to be turned in and graded for a class work participation grade

Monday, November 19, Interim Reports go home

Weekly Assessment:

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

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