***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

 Integrated Business Applications Period: 2,3,4,6 Date: November 19-23

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 19, complete and turn in any missed work

Tuesday, November 20, Complete and turn in any missed work

Wednesday November 21, Thanksgiving holiday

Thursday, November 22 Thanksgiving Holiday

Friday, November 23, Thanksgiving holiday

Monday, November 26, WD 146 We will discuss resumes and cover letters and begin working through the steps in the book

Weekly Assessment:

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

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

***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

 Integrated Business Applications Period: 2,3,4,6 Date: November 26-30

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 26, WD 146 We will discuss resumes and cover letters and begin working through the steps in the book

Tuesday, November 27, Continue working through the steps & print when complete

Wednesday November 28, Complete steps if have not finished. Begin labs on WD 209-212 labs 1-3

Thursday, November 29 continue working on labs for WD chapter 3

Friday, November 30, complete and print labs for WD chapter 3. Complete 25 flashcards for WD chapter 3.

Monday, December 3, Continue where left off with labs and complete flashcards

Weekly Assessment:

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

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

***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

 Integrated Business Applications Period: 2,3,4,6 Date: December 3-7

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, December 3, Continue where left off with labs and complete flashcards

Tuesday, December 4, All labs and flashcards should be completed and printed.

Wednesday December 5, early release day Whole class activity WD 205 key Will check from screen

Thursday, December 6 complete your own personal cover letter

Friday, December 7, complete your own personal resume

Monday, December 10, Begin semester project

Weekly Assessment:

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

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