***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: January 14-18

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, January 14, Complete steps in Excel Ch. 1 and begin labs 1-2 pg. EX 74-77. Save your work.

Tuesday, January 15, Continue working on Labs 1-2 p. EX74-77.

Wednesday January 16, Complete and print labs

Thursday, January 17, 25 Flashcards Excel 1

Friday, January 18, Teacher workday

Monday, January 21, MLK holiday

Weekly Assessment:

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

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