***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: January 21-25

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 21, MLK day holiday no school

Tuesday, January 22, Class will complete lab # 3 in class EX 77-78

Wednesday January 23, Cases and Places 1 & 2 save

Thursday, January 24, Complete cases and places

Friday, January 25, complete all missed work

Monday, January 28, Go over information in Excel Chapter 1 and prepare for multiple choice and lab tests.

Weekly Assessment:

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

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