***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

 Integrated Business Applications Period: 2,3,4,6 Date: January 28-February 1

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 28, P. EX 80 Cases and Places #3 Students may work in groups to complete this assignment. I will check from the computers

Tuesday, January 29, Review EXCEL Chapter 1 facts for Multiple Choice test.

Wednesday January 30, EXCEL Chapter 1 Multiple Choice test

Thursday, January 31, EXCEL Chapter 1 Lab test

Friday, February 1, complete all missed work

Monday, February 4, Begin steps in EXCEL chapter 2 with the class. They may work in groups to get the steps completed.

Weekly Assessment:

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

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