***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: April 22-26

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, April 22, Begin lab 1 p.AC67-68

Tuesday, April 23, complete lab 1 and turn it in

Wednesday April 24, 25 flashcards

Thursday, April 25, Begin lab test

Friday, April 26, complete lab test

Monday, April 29, complete multiple choice test

Weekly Assessment:

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

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