***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: April 1-5

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 1, This week we will be working in ACCESS and continue working in ACCESS for the rest of the month of April.

Tuesday, April 2, Report cards issued

Wednesday April 3, Early Release

Thursday, April 4, 25

Friday, April 5,

Weekly Assessment:

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

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