:Weekly Lesson Plans

Teacher: \_T. Moton Date: September 24-28

Course: Integrated Business Applications Period: 2,3,4,6

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.

DAY ACTIVITY

MATERIALS NEEDED

Textbook: Shelley Cashman Office 2007, flash drive or school fusion

Monday: September 24 CW: students will complete a current event talking about the teacher strike in Chicago and how they feel about what happened. They are to research the situation and express their views.

Tuesday, September 25, CW: Begin on Microsoft Word in the Shelly Cashman book. Explain to the students how the book is set up and allow them to ask questions. They are to begin working on the steps in the book and complete the project.

Wednesday, September 26, Complete the project and begin the labs.

Thursday, September27, Work on labs print the labs

Friday, September 28, Talk to them about the flashcards show them how to find the web address and have them complete flashcards and print the results out.

Weekly Assessment:

 Assessment Tool (F=Formal; I=Informal)

Projects

Informal assessment ongoing

Check Micro Type Pro

Open book test