***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: October 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.

DAY ACTIVITY MATERIALS NEEDED Textbook: Shelly Cashman Series Microsoft Office 2007.

Monday, October 1, Begin working on labs in Word Chapter 1 WD 67-71 Homecoming Assembly

Tuesday, October 2, continue working on labs

Wednesday, October 3, Complete labs and print

Thursday, October 4 multiple choice Open book test students will key their answers on the computer and print them out

Friday, October 5, students will create their own personal flyer

Monday, October 8, Make up any missed work or we will begin working in Word Chapter 2

Weekly Assessment:

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

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