***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: October 8-12

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 8, Create own flyer in your personal way must use a border.

Tuesday, October 9, Multiple Choice test for Wd ch. 1

Wednesday, October 10 Write or type up a current event article

Thursday, October 11 Begin taking notes on WD 2 beginning on p.WD 74

Friday, October 12, Complete notes Wd Ch. 2

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.