***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: October 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, October 22, WD Chapter 2 WD74 Begin going through the steps in the book to create a research paper. Use your name as the header in the paper

Tuesday, October 23, Continue working on the steps in the book when you finish you may print the paper to look it over and you may ask a peer to take a look at your paper for errors

Wednesday, October 24 complete the steps you are working on print and turn in corrected paper.

Thursday, October 25 go to scsite.com/wd2007/learn to complete 25 flashcards. Must make a 70 or above before you can print and turn in to me

Friday, October 26, Complete all incomplete work and blog on your weebly site about what you have learned this week in all of your classes

Monday, October 29 Report card day No school

Weekly Assessment:

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

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