***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: February 25-March 1

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, February 25 Work on lab #2 check from computer screen

Tuesday, February 26, Matching and multiple choice test

Wednesday February 27, complete test and finish labs

Thursday, February 28, Complete all missed work and complete 25 flashcards

Friday, February March 1, Teacher In-service Day

Weekly Assessment:

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

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

***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

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

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, March 4, Review of excel Chapter 2

Tuesday, March 5, Students are to work on an online assignment about banking

Wednesday March 6, complete online assignment and turn in the certificate. (Early release)

Thursday, March 7, Begin working through the steps in Excel Chapter 3 together in the class

Friday, March 8, Current events students will choose three of the seven articles listed on the board from the newspaper to summarize and turn in

Weekly Assessment:

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

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

***Aiken High School***

Lesson Plans: Teacher: \_T. Moton

Integrated Business Applications Period: 2,3,4,6 Date: March 11-15

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, March 11, continue working on Excel Chapter 3 steps together in class

Tuesday, March 12, continue working on Excel Chapter 3 steps/

Wednesday March 13, Complete steps in Excel Chapter 3

Thursday, March 14, 25 Flashcards

Friday, March 15, complete a practice test on Excel Chapter 3 to be turned in for a grade

Weekly Assessment:

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

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