OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2021-2022

Name: **Sheri Ashley**
SUBJECT: Business Computer Applications
PERIOD: 4th & 7th
DATE(S):   August 30 – September 3, 2021
MATERIALS: Handouts: Flash Drives
                          Computer Documents: BCA Student Data Files

                          Computer Programs: Microsoft Office Word
                          Smart Board: None

LEARNING OBJECTIVES:
TLW: Enter text in a Word document, check spelling as you type.
TLW: Format paragraphs, text, and pictures
TLW: Undo and redo commands or actions.
TLW: Change theme colors.
TLW: Insert digital pictures in a Word document.
TLW: Resize pictures and add a page border.
TLW: Correct errors and revise a document.

These objectives will aid the learner in using and becoming proficient in Microsoft Applications that will prepare them for the workforce in any career path they may choose. They will ultimately complete Certification test to provide them with a leg up in their career path.

BELL RINGER ACTIVITY: Gather materials and prepare space for class period of work.

BCA	CLASSWORK	HOMEWORK
8/29	Word Module 1: Creating, Formatting Editing a Word Document with a Picture	
8/30	Word Module 1: Creating, Formatting Editing a Word Document with a Picture	
9/1	Word Module 1: Creating, Formatting Editing a Word Document with a Picture	
9/2	Word Module 1: Creating, Formatting Editing a Word Document with a Picture Apply/Extend/Expand Graded Consider This	
9/3	Word Module 1: Creating, Formatting Editing a Word Document with a Picture Lab 1 and Lab 2 Graded Lab 3 Bonus	

ACCOMMODATIONS for SPECIAL STUDENTS:
See checklist in lesson plan folder.

INDIVIDUAL / COOPERATIVE GROUPS: Due to Covid-19 restrictions, all work will be individual or large group (teacher led). Students will be allowed to share and express ideas in all teacher led discussions.

RETEACHING / ENRICHMENT: Model; Review of material previously taught; Teacher will respond to all emails and provide additional activities for reinforcement when needed.

ASSESSMENT FORMAT (Informal, formal, or alternative):
       Informal: Apply, Extend, Expand, and Consider This

       Formal: Lab 1 and Lab 2