

OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2021-2022

Name: Sheri Ashley
SUBJECT: Business Computer Applications
PERIOD: 4th & 7th Periods
DATE(S): December 13-17, 2021
MATERIALS: Handouts: NONE
Computer Documents: BCA Student Data Files

Computer Programs: Gmetrix Practice Test Software, Microsoft Powerpoint, Google Classroom

LEARNING OBJECTIVES:

Microsoft Office Specialist Powerpoint 2016 Core Objectives:

https://www.certipoint.com/portal/common/documentlibrary/mos_od_powerpoint_2016_020916nb.pdf

TLW: Follow classroom procedures, computer rules and common proper care and maintenance of microcomputer equipment

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: Instructions and Check In with Mrs. Ashley

BCA	CLASSWORK	HOMEWORK
12/13	Continure Gmetrix Practice for MOS Powerpoint 2016	
12/14	Continure Gmetrix Practice for MOS Powerpoint 2016	
12/15	MOS Powerpoint Certifications	
12/16	MOS Powerpoint Certifications	
12/17	MOS Powerpoint Certifications	

ACCOMMODATIONS for SPECIAL STUDENTS:

See checklist in lesson plan folder. **** Accommodations for Certiport Testing have been applied for and approved for students with IEP's or IAP's in BCA.

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: MOS Practice Exams Training and Testing

Formal: MOS Certification Exam