

OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2021-2022

Name: Sheri Ashley
SUBJECT: Business Computer Applications
PERIOD: 4th & 7th Periods
DATE(S): September 13-17, 2021
MATERIALS: Handouts: Flash Drives
Computer Documents: BCA Student Data Files
Google Classroom for uploading Files

Computer Programs: Microsoft Office Word

LEARNING OBJECTIVES:

Module 2:

TLW: Describe the MLA documentation style for research papers

TLW: Modify a style

TLW: Change line and paragraph spacing in a document

TLW: Use a header to number pages of a document

TLW: Apply formatting using keyboard shortcuts

TLW: Modify paragraph indentation

TLW: Insert and edit citations and their sources

TLW: Add a footnote to a document and insert a manual page break

TLW: Create a bibliographical list of sources

TLW: Cut, copy, and paste text; find and replace text; find a synonym

TLW: Check spelling and grammar at once and look up information.

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
9/13	Word Module 2: Creating a Research Paper with References and Sources	
9/14	Word Module 2: Creating a Research Paper with References and Sources	
9/15	ROAR: Check in with missed skills from Module 1 Word Module 2: Creating a Research Paper with References and Sources	

9/16	Word Module 2: Creating a Research Paper with References and Sources Apply/Extend/Expand Graded Consider This	
9/17	Word Module 2: Creating a Research Paper with References and Sources 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

Formal: Lab 1 and Lab 2