

OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2021-2022

Name: Sheri Ashley
SUBJECT: Introduction to Business Computer Applications
PERIOD: 3rd, 4th, 5th, 6th, 7th
DATE(S): November 29 – December 3, 2021
MATERIALS: Handouts: Flash Drives
Computer Documents: IBCA Student Data Files

Computer Programs: MS Word, Google Docs, Google Classroom, Edutyping
Smart Board: Daily Bellringer-Vocabulary

LEARNING OBJECTIVES:

Module 1

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.

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: Computer Literacy Vocabulary

IBCA	CLASSWORK	HOMEWORK
11/29	Typing Review	
11/30	Word Module 1 Work on Apply Your Knowledge, Extend your Knowledge, Lab 1 and Lab 2	
12/1	Word Module 1 Work on Apply Your Knowledge, Extend your Knowledge, Lab 1 and Lab 2	
12/2	Word Module 1 Work on Apply Your Knowledge, Extend your Knowledge, Lab 1 and Lab 2	

12/3	3' Timed Writing Goal 19 GWAM, 91% Accuracy Word Module 1 Finish Apply Your Knowledge, Extend your Knowledge, Lab 1 and Lab 2	
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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. Edutyping students will work the Problem Key activities provided.

ASSESSMENT FORMAT (Informal, formal, or alternative):

Informal: Word Module 1 Step by Steps, Bellringer Timed Writings for Accuracy

Formal: 3' Timed Writing, Module 1 Projects