

OUACHITA PARISH HIGH SCHOOL
DAILY LESSON PLAN
2022-2023

Name: Sheri Ashley
SUBJECT: Introduction to Business Computer Applications
PERIOD: 3rd, 4th, 5th, 7th
DATE(S): September 12-16, 2022
MATERIALS: Handouts: NONE
Computer Documents: Home Row, H & E, I & R Google Doc Drills
Computer Programs: Google Classroom, Google Docs, Edutyping
Promethean: Computer Literacy Vocabulary

LEARNING OBJECTIVES:

TLW: Demonstrate the correct keystrokes for Home Row, H, E, I, R

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

These objectives will aid the learner in knowing how to effectively operate and navigate a personal computer with the purpose of learning touch typing, which will be a skill that will benefit them throughout their entire lifetime. 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
9/12	Begin Home Row Begin Home Row Google Doc	
9/13	Finish Home Row Google Doc Edutyping Lesson 1 Home Row	
9/14	Edutyping Lesson 2 Adv-Edutyping Lesson 3	
9/15	Learn H & E Complete H & E Google Doc	
9/16	Learn I & R Complete I & R Google Doc	Have a Great Weekend!!!

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: Home Row Google Doc

H & E Google Doc

I & R Google Doc

Formal: Edutyping Lessons