

# Alpena High School Weekly Lesson Plan Form

**Shelton**

Teacher

**Business/Careers**

Certification Area

**August 19, 2019**

Week Beginning Date

Subject: **KeyCode**

Period(s): **1**

| Day                                                                                                                              | Framework or Strand<br>Student Learning Expectation or Objective                                                                          | Teaching<br>Strategy<br>and<br>Activities | Assignments                                                                                                                                                        | Materials or<br>Resources                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Monday                                                                                                                           | 1.2.3 – Identify traits important to success<br>1.2.4 – Discuss integrity and ethical leadership                                          | Discussion, Role Play                     | <ul style="list-style-type: none"><li>• Role play traits that are important to success</li><li>• Discuss integrity and ethical leadership</li></ul>                | Student Discussion<br><br>ARCareerEd Provided Resources<br><br>Typing.com<br><br>GCFLearnFree.org |
| Tuesday                                                                                                                          | 1.2.5 – Identify and practice fundamental etiquette skills<br>1.2.6 – Participate in soft skill evaluations                               | Discussion, Evaluation                    | <ul style="list-style-type: none"><li>• Discuss and practice fundamental etiquette skills</li><li>• Evaluate individual soft skills – discuss evaluation</li></ul> |                                                                                                   |
| Wednesday                                                                                                                        | 2.2.1 – Establish effective file and password management<br>3.1.1 – Demonstrate proper techniques necessary for operation of the keyboard | Modeling, Independent Practice            | <ul style="list-style-type: none"><li>• Typing.com Lesson 1</li></ul>                                                                                              |                                                                                                   |
| Thursday                                                                                                                         | 3.1.1 – Demonstrate proper techniques necessary for operation of the keyboard                                                             | Modeling, Independent Practice            | <ul style="list-style-type: none"><li>• Typing.com Lesson 2</li></ul>                                                                                              |                                                                                                   |
| Friday                                                                                                                           | 3.1.1 – Demonstrate proper techniques necessary for operation of the keyboard                                                             | Modeling, Independent Practice            | <ul style="list-style-type: none"><li>• Typing.com Lesson 3</li></ul>                                                                                              |                                                                                                   |
| Modifications and Differentiation: Students are given extra time and clarification if needed. Typing.com lessons are self-paced. |                                                                                                                                           |                                           |                                                                                                                                                                    |                                                                                                   |

Subject: **Social Media & Communications** Period(s): **3**

| Day                                                                                  | Framework or Strand<br>Student Learning Expectation<br>or Objective                                                       | Teaching Strategy<br>and Activities | Assignments                                                | Materials or Resources                 |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|----------------------------------------|
| Monday                                                                               | 1.3.1 – Create and print documents to aid in obtaining employment such as online resumes, applications, and cover letters | Research Discussion                 | Research and discuss the application process               | Internet Resources<br>GCFLearnFree.org |
| Tuesday                                                                              |                                                                                                                           | Modeling Independent Practice       | Complete both hard-copy and online employment applications |                                        |
| Wednesday                                                                            |                                                                                                                           | Research Discussion                 | Research and discuss resumes                               |                                        |
| Thursday                                                                             |                                                                                                                           | Modeling Independent Practice       | Work on personal resumes                                   |                                        |
| Friday                                                                               |                                                                                                                           | Independent Practice                | Complete personal resumes                                  |                                        |
| Differentiation: Students choose their own projects and create their own evaluations |                                                                                                                           |                                     |                                                            |                                        |

Subject: **Survey of Business** Period(s): **2 & 5**

| Day                                                                                                                                                                                                        | Framework or Strand<br>Student Learning Expectation or<br>Objective                                                                                                                     | Teaching<br>Strategy and<br>Activities | Assignments                                                | Materials or Resources                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|----------------------------------------|
| Monday                                                                                                                                                                                                     | 1.3.1 – Prepare career-oriented documents and practice related activities, such as a letter of application, resume, follow-up letter, job interview strategies, digital portfolio, etc. | Research Discussion                    | Research and discuss the application process               | Internet Resources<br>GCFLearnFree.org |
| Tuesday                                                                                                                                                                                                    |                                                                                                                                                                                         | Modeling Independent Practice          | Complete both hard-copy and online employment applications |                                        |
| Wednesday                                                                                                                                                                                                  |                                                                                                                                                                                         | Research Discussion                    | Research and discuss resumes                               |                                        |
| Thursday                                                                                                                                                                                                   |                                                                                                                                                                                         | Modeling Independent Practice          | Work on personal resumes                                   |                                        |
| Friday                                                                                                                                                                                                     |                                                                                                                                                                                         | Independent Practice                   | Complete personal resumes                                  |                                        |
| Differentiation: Students choose to work with teacher on assignments or independently on GMetrix certification preparation. Modifications: Tests read out loud, extra time given, reduced choices on tests |                                                                                                                                                                                         |                                        |                                                            |                                        |

Subject: **Internship**Period(s): **Leopard Time**

| Day                                                                                           | Framework or Strand<br>Student Learning Expectation or<br>Objective    | Teaching Strategy and<br>Activities | Assignments                                                     | Materials or Resources                 |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------|----------------------------------------|
| Monday                                                                                        | 1.2.2 – Create a set of application documents<br>used in the workplace | Research<br>Discussion              | Research and discuss the<br>application process                 | Internet Resources<br>GCFLearnFree.org |
| Tuesday                                                                                       |                                                                        |                                     |                                                                 |                                        |
| Wednesday                                                                                     |                                                                        | Modeling<br>Independent Practice    | Work on both hard-copy<br>and online employment<br>applications |                                        |
| Thursday                                                                                      |                                                                        | Independent Practice                | Work on both hard-copy<br>and online employment<br>applications |                                        |
| Friday                                                                                        |                                                                        | Independent Practice                | Work on both hard-copy<br>and online employment<br>applications |                                        |
| Modifications and Differentiation: Students are given extra time and clarification if needed. |                                                                        |                                     |                                                                 |                                        |

Subject: **Career Development**Period(s): **6**

| <b>Day</b>       | <b>Framework or Strand<br/>Student Learning<br/>Expectation or Objective</b>                                                                                                                                                                        | <b>Teaching<br/>Strategy and<br/>Activities</b> | <b>Assignments</b>                                                                                                                                      | <b>Materials or Resources</b>                                                                                                                                                                                                                                                                      |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Monday</b>    | 1.1.1 – Identify personal interests, likes, and dislikes and examine how they are reflected in work related settings                                                                                                                                | Modeling, Discussion, Independent Practice      | Complete “All About Me” T-Shirts<br>Complete Dream On Activity Sheet                                                                                    | ARCOTA                                                                                                                                                                                                                                                                                             |
| <b>Tuesday</b>   | 1.1.1 – Identify personal interests, likes, and dislikes and examine how they are reflected in work related settings                                                                                                                                | Class Discussion                                | Discuss information on t-shirts and Dream On Papers, Discuss Governor visit reflections                                                                 | ARCOTA                                                                                                                                                                                                                                                                                             |
| <b>Wednesday</b> | 1.1.2 – Evaluate how self-concept could positively or negatively affect educational achievement<br>1.1.3 – Participate in collaborative conversations with diverse partners to evaluate personal self-esteem with strategies to improve self-esteem | Class Discussion<br>Pairing                     | <ul style="list-style-type: none"> <li>• Discuss self-concept</li> <li>• Work with partner to create ways improve Alpena student self-esteem</li> </ul> | Students                                                                                                                                                                                                                                                                                           |
| <b>Thursday</b>  | 1.1.2 – Evaluate how self-concept could positively or negatively affect educational achievement<br>1.1.3 – Participate in collaborative conversations with diverse partners to evaluate personal self-esteem with strategies to improve self-esteem | Class Discussion<br>Pairing                     | Discuss self-concept improvement ideas created in Friday’s assignment                                                                                   | Wednesday Activity Results                                                                                                                                                                                                                                                                         |
| <b>Friday</b>    | 1.2.1 – Identify personal aptitudes, abilities, skills, strengths, talents, and weaknesses                                                                                                                                                          | Independent Activity                            | Online self-assessments (Interest and Skills Profilers)                                                                                                 | <ul style="list-style-type: none"> <li>• <a href="https://www.mynextmove.org/expl ore/ip">https://www.mynextmove.org/expl ore/ip</a></li> <li>• <a href="https://www.careerinfo.net/org/skills/default.aspx?nodeid=20">https://www.careerinfo.net/org/skills/default.aspx?nodeid=20</a></li> </ul> |

Modifications and Differentiation: Students have assignments read to them as needed. Extra time is given if needed. All students create their personalized assignments.