

Alpena High School Weekly Lesson Plan Form

Shelton
Teacher

Business/Careers
Certification Area

September 21, 2020
Week Beginning Date

Subject: KeyCode		Period(s): 1 & 5		
Day	Framework or Strand Student Learning Expectation or Objective	Teaching Strategy and Activities	Assignments	Materials or Resources
Monday	3.1.1 – Demonstrate the proper techniques necessary for operation of the keyboard (e.g., seating, body posture, finger placement, etc.) 3.1.2 – Demonstrate correct touch typing techniques and spacing rules	Independent Practice	EduTyping – self-paced	Student Discussion
Tuesday				
Wednesday	4.1.1 – Determine and utilize the proper text formatting features (e.g., font type, font style, color, and case) 2.2.1 – Establish effective file and password management.	Modeling Independent Practice	20 Questions and 20 Questions Revised	EduTyping Word It Text
Thursday				
Friday	3.1.1 – Demonstrate the proper techniques necessary for operation of the keyboard (e.g., seating, body posture, finger placement, etc.) 3.1.2 – Demonstrate correct touch typing techniques and spacing rules	Independent Practice	EduTyping – self-paced	
Modifications and Differentiation: Students are given extra time and clarification if needed. EduTyping lessons are self-paced.				

Subject: **Survey of Business** Period(s): **2 & 3**

Day	Framework or Strand Student Learning Expectation or Objective	Teaching Strategy and Activities	Assignments	Materials or Resources
Monday	3.1.1 Use paragraph formatting such as line and paragraph spacing; bullets and numbering; indents and tabs; paragraph alignment; styles; sort. 3.1.2 Apply document formatting such as page numbering, columns, breaks, page alignment, headers & footers, orientation, page size, margins, page setup, themes. 3.1.3 Demonstrate save, save as, save as alternative file types; print all and parts of a document; assign file properties; use different document views.	Modeling Class Discussion	TestOut – 4.2 – Creating documents and using the clipboards	Internet Resources TestOut.com
Tuesday				
Wednesday				
Thursday				
Friday				
Differentiation: Students choose to work with teacher on assignments or independently on GMetrix or TestOut certification preparation. Modifications: Tests read out loud, extra time given, reduced choices on tests				

Subject: Internship		Period(s): Leopard Time		
Day	Framework or Strand Student Learning Expectation or Objective	Teaching Strategy and Activities	Assignments	Materials or Resources
Monday	1.2.2 – Create a resume, reference list, and cover letter to apply for employment 1.3.1 – Assess personal interests and work values to identify appropriate career opportunities	Modeling Independent Practice	Work on both hard-copy and online employment applications	Internet Resources GCFLearnFree.org Kuder Career Planning System
Tuesday		Discussion	Complete Kuder interest and values assessments	
Wednesday		Independent Practice	Work on resume	
Thursday		Discussion	Discuss interest and values assessments	
Friday		Independent Practice	Work on both hard-copy and online employment applications	
Modifications and Differentiation: Students are given extra time and clarification if needed.				

Day	Framework or Strand Student Learning Expectation or Objective	Teaching Strategy and Activities	Assignments	Materials or Resources
Monday	1.1.7 – Develop the soft skills and abilities that are needed to be successful in a career 1.2.2 – Identify how choices effect future education and career plans 2.2.1 – Describe the transferable skills needed when transitioning between careers/jobs	Presentation Class Discussion	View and discuss Career Success Skills	TPT Career Success Skills (Chris Dorman)
Tuesday				
Wednesday				
Thursday				
Friday				
Modifications and Differentiation: Students have assignments read to them as needed. Extra time is given if needed. All students create their personalized assignments.				