WEEKLY LESSON PLAN BHS

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| TEACHER/COURSE: Cromeans/BIM 2 | WEEK OF: August 26-30 |

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|  | OBJECTIVES/TEKS | LESSON ACTIVITIES (brief summary of how lesson will be delivered) | HOW WILL YOU KNOW IF THEY LEARNED THE MATERIAL |
| MON | TEKS: 1A-F,3A-G,5A-G  OBJECTIVE: Review knowledge of spreadsheet technology to formulate and produce solutions to a variety of business problems | * Continue Working on Office Skills 2 worksheet | Students will be able to apply Microsoft Skills learned from the previous year. |
| TUES | TEKS: 1A-F,3A-G,5A-G  OBJECTIVE: Implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to post -secondary education and the workplace | * Present PPT of SMART/DUMB Goal | Students will be able to accurately present the information and given goal and answer questions. |
| WED | TEKS: 1A-F,3A-G,5A-G,7A-B  OBJECTIVE: Implement knowledge of email protocol and spreadsheet technology and to formulate and produce solutions to a variety of business problems. | * Email Etiquette and Excel Review Test | Students will be able to complete the test with minimal errors. |
| THUR | TEKS: 1A-F,3A-G,5A-G  OBJECTIVE: Implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to post -secondary education and the workplace | * Interactive Soft skills activity over the importance of Communication within a professional work environment. | Students can communicate appropriately between colleagues and administration. |
| FRI | TEKS: 1A-F,3A-G  OBJECTIVE: Implement personal and interpersonal skills to strengthen individual performance in the workplace and in society | * This or That Career Research assignments. Compare two different Careers and determine which one you would be more likely to do. | Students will learn how to research different job sites to find information over career choices. |