WEEKLY LESSON PLAN BHS

| TEACHER/COURSE: Cromeans/BIM 2 | WEEK OF: January 27-31 |
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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 |
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| MON | TEKS: 1A-F, 3A-C, 4A, 8A-BOBJECTIVE: Use of database technologies to create, edit, and integrate database objects. | * Complete Computer Applications Assignment
* Work on Mail Merge Assignment
 | Students will be able to create an Access database as well as complete a mail merge document. |
| TUES | TEKS: 1A-F, 3A-C, 4A, 8A-BOBJECTIVE: Use of database technologies to create, edit, and integrate database objects. | * Complete Mail Merge Assignment
 | Students will be able to create an Access database as well as complete a mail merge document. |
| WED | TEKS: 1A-F, 3A-C, 4A, 8A-BOBJECTIVE: Use of database technologies to create, edit, and integrate database objects. Manipulation of integrated information within a document. | * Walkthrough of using Field Codes and Switches in mail merged documents.
 | Students will be able to format merge fields within a Mail merge document. |
| THUR | TEKS: 1A-F, 3A-C, 4A, 8A-BOBJECTIVE: Use of database technologies to create, edit, and integrate database objects. Manipulation of integrated information within a document.. | * Work on Practice 2 worksheet of Field Codes
 | Students will be able to format merge fields within a Mail merge document. |
| FRI | TEKS: 1A-F, 3A-C, 4A, 8A-BOBJECTIVE: Use of database technologies to create, edit, and integrate database objects. Manipulation of integrated information within a document. | * Complete Practice 2 worksheet of Field Codes
* Work on Practice 3 worksheet for field codes
 | Students will be able to format merge fields within a Mail merge document. |