WEEKLY LESSON PLAN BHS

| TEACHER/COURSE: Cromeans/BIM 2 | WEEK OF: April 21-25 |
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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-G  OBJECTIVE: Use of word processing skills to create, edit, and share formal business reports. | * Gmetrix Word/Word Expert Practice * Missing Work | Students will create an Excel spreadsheet with a chart and write a modified block letter with the data. |
| TUES | TTEKS: 1A-F,3A-G  OBJECTIVE: Use of word processing skills to create, edit, and share formal business reports. | * Gmetrix Word/Word Expert Practice * Missing Work | Students will create an Excel spreadsheet with a chart and write a modified block letter with the data. |
| WED | TEKS: 1A-F,3A-G  OBJECTIVE: Use of word processing skills to create, edit, and share formal business reports. | * Word/Word Expert Certification * 2015 Computer Applications Worksheet * Missing Work | Students will research and understand what a policy is and how to read employee handbooks. |
| THUR | TEKS: 1A-F,3A-G  OBJECTIVE: Use of word processing skills to create, edit, and share formal business reports. | * Word/Word Expert Certification * 2015 Computer Applications Worksheet * Missing Work | Students will create Macros in Word and be able to apply them to a document. |
| FRI | TEKS: 1A-F,3A-G  OBJECTIVE: Use of word processing skills to create, edit, and share formal business reports. | * Word/Word Expert Certification * SMART Art Activity * Missing Work |  |