WEEKLY LESSON PLAN BHS

| TEACHER/COURSE: Cromeans/BIM 2 | WEEK OF: August 25-29 |
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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,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 | * Complete Email Etiquette Worksheet and send proper email to Teacher. | Can successfully send the teacher an email in the proper format. |
| 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 | * Interactive Soft skills activity over the importance of Communication within a professional work environment. | Students can communicate appropriately between colleagues and administration. |
| 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 * Begin Work on Office Skills 2 Worksheet | Students will be able to complete the test with minimal errors. |
| THUR | 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 understand their Goal of Choice and will start creating a PPT. |
| FRI | 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 | * Begin Discussion over SMART and DUMB Goals * Form groups to research and create own PPT over SMART/DUMB Goals | Students will learn how to research different job sites to find information over career choices. |