

Course Name: Business Communications				Objectives:
Teacher: C Smith	Week: 8/14 through 8/18	Duration: 265 min		Continue with communication activities - the Wallace Classes will begin on August 21
Overview: Communication Activities				

Materials/Technology/Resou Alabama Course of Study

- Textbook
- Workbook
- Computers
- Internet
- Lab
- Posters
- Speakers
- Video/TV
- Multi-Media
- Kits
- Handouts

Content Standards:

CCRS:
R #7 - Integrate and Evaluate content from different formats. W #6 Use Technology to produce written publications. L #2 - Integrate and Evalute information from Different Formats. M #1 Make Sense of Problems

Essential Question(s):
What do I need to know to begin this class

Background Preparation:
Communication Activities to get to know the class

Varied Assessment(s)

- Homework
- Feedback
- Discussion
- Class Work
- Performance
- Test
- Teacher
- Observation
- Lab

Activities and Learning Experiences					
	Monday	Tuesday	Wednesday	Thursday	Friday
Begin	Motivation Money - What motivates you? Motivation is having direction and an intensity.	True to You Tuesday - To be true to yourself takes courage. It requires you to be introspective, sincere, open-minded and fair. It does not mean that you are inconsiderate or disrespectful of others. It means that you will not let others define you or make decisions for you that you should make for yourself.	Where do I want to be Wednesday? Do be so focused on the destination that you miss the trip.	Throwback Thursday - Reflect - Self-reflection is a humbling process. It's essential to find out why you think, say and do certain things... then better yourself.	Finish Strong Friday
Middle	Communication Activity - learning names and one fact about each other	Guessing Game - Open ended vs. closed (yes or no) ended questions.	Pictures Pictures Pictures	Charades - can be emotions or popular books	Review Syllabus and Classroom Procedures
End	ACT Review	ACT Review	ACT Review	ACT Review	ACT Review

Course Name:	Creative Coding			Objectives: Begin discussion Algorithms and how they are used in programming
Teacher:	C Smith	Week:	8/14 through 8/18	
Duration: 265 min				
Overview: Continue with Unit 1 Lessons 1.5 thru 1.7 time permitting				

Materials/Technology/Resou Alabama Course of Study

- Textbook
- Workbook
- Computers
- Internet
- Lab
- Posters
- Speakers
- Video/TV
- Multi-Media
- Kits
- Handouts

Content Standards:
MMD 2 - Design enhanced multimedia projects that utilize various computer options Creative interactive media projects that utilize various technologies MMD8 - Utilize research results to determine current media and copyright law compliance MMD9 - Utilize multimedia equipment to produce computer images MM4 - Use variety of software and equipment

CCRS:
R #7 - Integrate and Evaluate content from different formats. W #6 Use Technology to produce written publications. L #2 - Integrate and Evalute information from Different Formats. M #1 Make Sense of Problems

Essential Question(s):
How does a computer think?

Background Preparation:
Remember the processes used by Jet Pack Jumper program

- Varied Assessment(s)**
- Homework
 - Feedback
 - Discussion
 - Class Work
 - Performance
 - Test
 - Teacher
 - Observation
 - Lab

Activities and Learning Experiences					
	Monday	Tuesday	Wednesday	Thursday	Friday
Begin	Motivation Money - What motivates you? Motivation is having direction and an intensity.	True to You Tuesday - To be true to yourself takes courage. It requires you to be introspective, sincere, open-minded and fair. It does not mean that you are inconsiderate or disrespectful of others. It means that you will not let others define you or make decisions for you that you should make for yourself.	Where do I want to be Wednesday? Do be so focused on the destination that you miss the trip.	Throwback Thursday - Reflect - Self-reflection is a humbling process. It's essential to find out why you think, say and do certain things... then better yourself.	Teacher Work Day - no school for students
Middle	Work on Unit 1.05 - Algorithms and how they work	Complete 1.05 worksheet and review - Make Toast Activity	Pictures Pictures Pictures	1.06 - Hard computer program -Start with easy process and work to hard - complete worksheet on 1.06	complete worksheet on 1.06 - Review work from 1.01 through 1.06 for Quiz on Friday
End	Q&A - straighten	Q&A - straighten	Q&A - straighten	Q&A - straighten	Q&A - straighten

Course Name: Business Technology Applications Advanced				Objectives:
Teacher: C Smith	Week: 8/14 through 8/18	Duration: 265 min		Students design an effective memo from a department chair information address
Overview: Word Processing - Memos and introduce letters				

Materials/Technology/Resou Alabama Course of Study

- Textbook
- Workbook
- Computers
- Internet
- Lab
- Posters
- Speakers
- Video/TV
- Multi-Media
- Kits
- Handouts

Content Standards:
BTAadv1 - Construct written communication using correct business format
BTAadv11 - Compare uses of information technology as they relate to major business functions including human resources
BTAadv15-Utilize email features safely and effectively

CCRS:
R #7 - Integrate and Evaluate content from different formats.
W #6 Use Technology to produce written publications.
L #2 - Integrate and Evalute information from Different Formats.
M #1 Make Sense of Problems

Essential Question(s):
Why do companies use memos?

Background Preparation:
Proper typing abilities

- Varied Assessment(s)**
- Homework
 - Feedback
 - Discussion
 - Class Work
 - Performance
 - Test
 - Teacher Observation
 - Lab

Activities and Learning Experiences					
	Monday	Tuesday	Wednesday	Thursday	Friday
Begin	Motivation Money - What motivates you? Motivation is having direction and an intensity.	True to You Tuesday - To be true to yourself takes courage. It requires you to be introspective, sincere, open-minded and fair. It does not mean that you are inconsiderate or disrespectful of others. It means that you will not let others define you or make decisions for you that you should make for yourself.	Where do I want to be Wednesday? Do be so focused on the destination that you miss the trip.	Throwback Thursday - Reflect - Self-reflection is a humbling process. It's essential to find out why you think, say and do certain things... then better yourself.	Teacher Work Day - no school for students
Middle	Introduce Memo and why company use them - review topic sheet - begin typing sample memos - Review page 59 - and type Page 60	Worksheet on Word Process and Memos - type page 61	Pictures Pictures Pictures	Discussion of term and Memo highlights - type page 65 - but use template in Word	Worksheet for terms and memos -students design their own memo from "Department Head Meeting"
End	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up

Course Name: Yearbook				Objectives:
Teacher: C Smith	Week: 8/14 through 8/18	Duration: 265 min		
Overview:				

Materials/Technology/Resou Alabama Course of Study

- Textbook
- Workbook
- Computers
- Internet
- Lab
- Posters
- Speakers
- Video/TV
- Multi-Media
- Kits
- Handouts

Content Standards:
E1 - Evaluate social and civil responsibilities of business and ownership.

CCRS:
R #7 - Integrate and Evaluate content from different formats.
W #6 Use Technology to produce written publications.
L #2 - Integrate and Evalute information from Different Formats.
M #1 Make Sense of Problems

Essential Question(s):
Why is COKE promoting recycling coke bottles?

Background Preparation:
Discuss videos from last week.

- Varied Assessment(s)**
- Homework
 - Feedback
 - Discussion
 - Class Work
 - Performance
 - Test
 - Teacher Observation
 - Lab

Activities and Learning Experiences					
	Monday	Tuesday	Wednesday	Thursday	Friday
Begin	Motivation Money - What motivates you? Motivation is having direction and an intensity.	True to You Tuesday - To be true to yourself takes courage. It requires you to be introspective, sincere, open-minded and fair. It does not mean that you are inconsiderate or disrespectful of others. It means that you will not let others define you or make decisions for you that you should make for yourself.	Where do I want to be Wednesday? Do be so focused on the destination that you miss the trip.	Throwback Thursday - Reflect - Self-reflection is a humbling process. It's essential to find out why you think, say and do certain things... then better yourself.	Teacher Work Day - no school for students
Middle	Article for paper on yearbooks that are available for purchase - Layout Design	Get information ready to pass out in Homeroom - get information to Marci Williams on prices and sales - maybe a Facebook blurb	Pictures Pictures Pictures	Layout Design shared with staff and beginning updating	Students work on their pages
End	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up	Teacher Work Day - no school for students

Course Name: Multimedia Design				Objectives: Design and present engaging effective publications
Teacher: C Smith	Week: 8/14 through 8/18	Duration: 265 min		
Overview: Publisher				

Materials/Technology/Resou Alabama Course of Study

- Textbook
- Workbook
- Computers
- Internet
- Lab
- Posters
- Speakers
- Video/TV
- Multi-Media
- Kits
- Handouts

Content Standards:
MD2 Utilize a variety of input devices for digitizing multimedia information
MD3-Use variety of software and equipment to create, modify and enhance a project

CCRS:
R #7 - Integrate and Evaluate content from different formats.
W #6 Use Technology to produce written publications.
L #2 - Integrate and Evalute information from Different Formats.
M #1 Make Sense of Problems

Essential Question(s):
What can Publisher do for me?

Background Preparation:
Review what we made last week with Publisher

- Varied Assessment(s)**
- Homework
 - Feedback
 - Discussion
 - Class Work
 - Performance
 - Test
 - Teacher Observation
 - Lab

Activities and Learning Experiences					
	Monday	Tuesday	Wednesday	Thursday	Friday
Begin	Motivation Money - What motivates you? Motivation is having direction and an intensity.	True to You Tuesday - To be true to yourself takes courage. It requires you to be introspective, sincere, open-minded and fair. It does not mean that you are inconsiderate or disrespectful of others. It means that you will not let others define you or make decisions for you that you should make for yourself.	Where do I want to be Wednesday? Do be so focused on the destination that you miss the trip.	Throwback Thursday - Reflect - Self-reflection is a humbling process. It's essential to find out why you think, say and do certain things... then better yourself.	Teacher Work Day - no school for students
Middle	Follow the lesson for the Roommate Needed Flyer	Complete the "Roommate Needed" Flyer and make the flyer for Book Store Hours and Car for Sale	Design their own Flyer about a Carroll High Fall Event	Begin the Newsletter activity of Library News	Work to complete Library News
End	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up	Q&A and review and clean up