

Course Name:	BUS 275 - Management			Objectives: Learning about Management Terms and the job of different levels of managers	
Teacher:	C Smith	Week:	1-8 thru 1-12		Duration: 265 min
Overview: Introduction of Course - Begin Chapter 1 The Managers Job					

Materials/Technology/Resources Alabama Course of Study

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

Content Standards:

Will follow the course outline of Wallace Community College for BUS 275

CCRS:

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

Essential Question(s):

What is a good manager?

Background Preparation:

Discuss what they know about managements and managers.

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	Introduction of the Course and expectations - Review Syllabus - Discuss Book needs	Begin Chapter 1 Discussion - PowerPoint - Q&A	Club Day Pictures -	Chapter 1 - The Manager's Job - Continue Discussion and work to complete Chapter 1	Complete Chapter 1 and review Lab Assignment - Students will have 2 days to complete the lab assignment.
End	Q&A	Q&A	Q&A	Q&A	Q&A

Course Name:	Creative Coding - Publications			Objectives:
Teacher:	C Smith	Week:	1-8 thru 1-12	Duration: 265 min
Overview:	Publisher			Introduce Publisher and begin operating the Eagles' Nest Store

- Materials/Technology/Resou
- Alabama Course of Study
- Textbook

Workbook

X Computers

X Internet

X Lab

Posters

Speakers

X Video/TV

X Multi-Media

Kits

X Handouts

- Varied
- Assessment(s)
- x Homework

Feedback

X Discussion

X Class Work

Performance

X Test

Teacher

X Observation

X Lab

Content Standards:
MP 9-Utilize equipment to produce computer images
MP 12 - Determine effective tools for media production

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 I need to know Publisher

Background Preparation:
Discuss what we've used in the classroom

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	Review What we will be doing this semester - Complete "College Roommate Needed" and begin learning the Cricuit	Complete the "College Roommate Needed" Flyer and Cricuit Training	Club Day Pictures -	Complete the "Library Life" Newsletter and make t-shirt - hat and coffee mug	
End	Q&A - straighten	Q&A - straighten	Q&A - straighten	Q&A - straighten	Q&A - straighten

Course Name:	Business Technology Applications Advanced			Objectives: Learning the basic of spreadsheets	
Teacher:	C Smith	Week:	1-8 thru 1-12	Duration:	265 min
Overview:	Excel				

Materials/Technology/Resources Alabama Course of Study

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

Content Standards:
BTAadv3-Design spreadsheets for personal and business use.
BTAadv4-Apply mathematical, statistical, and logical functions to solve problems using spreadsheets.
BTAadv5-Create charts and graphs to clarify data and share information.

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

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

Background Preparation:
Referring to tables and what tables can and cannot do.

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	Introduce Excel - Review terms and page 337 - Complete spreadsheet on page 341 and 344	Excel - spreadsheets on pages 346 and worksheet on spreadsheets	Club Day Pictures - Worksheet on Spreadsheets - and Introduce Charts on page 347	Worksheet and Review of Spreadsheets - Exercise on page 349 131B	Quiz on Spreadsheets and complete all work - print and turn in.
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: Work on Yearbook		
Teacher:	C Smith	Week:	1-8 thru 1-12			Duration: 265 min
Overview: Deadling #2 approaching - Work must get done!						

- Materials/Technology/Resou
- Alabama Course of Study
- Textbook

Workbook

X Computers

X Internet

X Lab

Posters

Speakers

X Video/TV

X Multi-Media

Kits

X Handouts

- Varied
- Assessment(s)
- Homework

Feedback

X Discussion

X Class Work

Performance

X Test

Teacher

X Observation

X Lab

Content Standards:
YB1 - Identify multimedia components that will be used during the design phase.
YB3-Create interactive media product to utilize various technologies.
YB6 - Determine effective tools for media productions, sells, progress
YB 10 - Analyze images for copyright

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):
Am I going to make my goal?

Background Preparation:
Yearbook Work!!!!!!!!!!!!

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	Yearbook Work - 2nd Deadline is approaching - Work to sell more yearbooks - sell any remaining ad space. Get comments from Dr. McInturf. Begin printing proofing - run and an index and find students who are not in the yearbook and get them in somehow.				
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: Working with photoshop - Continuing knowledge	
Teacher:	C Smith	Week:	1-8 thru 1-12	Duration:	265 min
Overview:	Photoshop				

Materials/Technology/Resources Alabama Course of Study

Textbook
<input checked="" type="checkbox"/> Workbook
<input checked="" type="checkbox"/> Computers
<input checked="" type="checkbox"/> Internet
<input checked="" type="checkbox"/> Lab
Posters
Speakers
<input checked="" type="checkbox"/> Video/TV
<input checked="" type="checkbox"/> Multi-Media
Kits
<input checked="" type="checkbox"/> Handouts

Content Standards:
MD3-Use variety of software and equipment to create, modify and enhance a project
MD4-Demonstrate appropriate techniques associated with graphic design.
MD6-Utilize software to create business/personal publications
MD7-Apply integration principles for importing graphics, text, objects

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

Essential Question(s):
Photoshop - review what we did previously.

Background Preparation:
Review icons and capabilities of photoshop that we learned previously.

Varied Assessment(s)

<input checked="" type="checkbox"/> Homework
Feedback
<input checked="" type="checkbox"/> Discussion
<input checked="" type="checkbox"/> Class Work
Performance
<input checked="" type="checkbox"/> Test
Teacher
<input checked="" type="checkbox"/> Observation
<input checked="" type="checkbox"/> 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	Photoshop Terms for Quiz and take a picture or upload a picture for the "9-of-me" filters	Complete the "9-of-me" and a worksheet for Photoshop quiz	Begin a Collage of photos and words that are "All About Me" - using samples as guides - complete worksheets for quiz review -		Complete the "All About Me" and quiz on Photoshop
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