

<b>Course Name:</b> Principles of Management				<b>Objectives:</b>
<b>Teacher:</b> C Smith	<b>Week:</b> 5-7 thru 5-11	<b>Duration:</b> 265 min		Certification Attempt in MOS
<b>Overview:</b> Certification Attempt and Writing Report				

**Materials/Technology/Resources/Alabama Course of Study**

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

<b>Content Standards:</b>
Course is complete in Wallace - we will be focusing on reporting information and Certification

<b>CCRS:</b>
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

<b>Essential Question(s):</b>
Can I Certify and why should I certify?

<b>Background Preparation:</b>
Review previous certification

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

<b>Activities and Learning Experiences</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Begin</b>	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
<b>Middle</b>	This week we will be working on 2 items - the first is a report of suggestions to present to Dr. McInturf concerning our School/System Report Card and the second item will be practicing on Gmetrix and attempting Microsoft Certification.				
<b>End</b>	ACT Review	ACT Review	ACT Review	ACT Review	ACT Review

<b>Course Name:</b>	Publications				<b>Objectives:</b>
<b>Teacher:</b>	C Smith	<b>Week:</b>	5-7 thru 5-11	<b>Duration:</b>	265 min
<b>Overview:</b>	Newsletter, Certification and Coffee Shop Items and Finals				Screenprinting and Certification and Senior Newsletter

**Materials/Technology/Resources/Alabama Course of Study**

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

<b>Content Standards:</b>
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

<b>CCRS:</b>
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

<b>Essential Question(s):</b>
Is my article complete? What do we need for the Coffee Shop?

<b>Background Preparation:</b>
Review and monitor

**Varied Assessment(s)**

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

<b>Activities and Learning Experiences</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Begin</b>	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
<b>Middle</b>	Work on compiling Last Will and Testament - Screen print for Coffee Shop - Complete Newsletter and distribute and any available time - we will be working on Certification - Review for finals for seniors and seniors will be taking final exam				
<b>End</b>	Q&A - straighten	Q&A - straighten	Q&A - straighten	Q&A - straighten	Q&A - straighten

<b>Course Name:</b>	Business Technology Applications Advanced			<b>Objectives:</b> Work to certify this week and Seniors take Finals
<b>Teacher:</b>	C Smith	<b>Week:</b>	5-7 thru 5-11	
<b>Duration:</b>	265 min			
<b>Overview:</b>	Certification and Senior Reviews and Finals			

**Materials/Technology/Resources/Alabama Course of Study**

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

<b>Content Standards:</b>
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

<b>CCRS:</b>
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

<b>Essential Question(s):</b>
Can I certify?

<b>Background Preparation:</b>
Review Gmetrix

**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	Students will practice on Gmetrix and will attempt certification through the week. Seniors will also be reviewing for finals and will take finals this week.				
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

<b>Course Name:</b> Yearbook				<b>Objectives:</b> Certification and finals
<b>Teacher:</b> C Smith	<b>Week:</b> 5-7 thru 5-11	<b>Duration:</b> 265 min		
<b>Overview:</b> Certification and Finals				

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<b>Content Standards:</b>
E1 - Evaluate social and civil responsibilities of business and ownership.

<b>CCRS:</b>
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

<b>Essential Question(s):</b>
Certification

<b>Background Preparation:</b>
Certification and those who have attended the luncheon discuss their experiences

**Varied Assessment(s)**

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

<b>Activities and Learning Experiences</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Begin</b>	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
<b>Middle</b>	Practice for Certification and take certification attempts in Microsoft Office - seniors will also complete reviews and take final exams				
<b>End</b>	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

<b>Course Name:</b> Multimedia Design				<b>Objectives:</b>
<b>Teacher:</b> C Smith	<b>Week:</b> 5-7 thru 5-11	<b>Duration:</b> 265 min	Review for videos and finals	
<b>Overview:</b> View videos - review for finals - possible certification				

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<b>Content Standards:</b>
MD2 Utilize a variety of input devices for digitizing multimedia information

<b>CCRS:</b>
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

<b>Essential Question(s):</b>
How did my stop animation turn out and how could I have improved it?

<b>Background Preparation:</b>
Review what we could do with Movie Maker

**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	Practice for Certification and take certification attempts in Microsoft Office - seniors will also complete reviews and take final exams - We also have been working on stop animation videos and students will display their best work this week.				
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