

Course Name:	Principles of Management			Objectives:
Teacher:	C Smith	Week:	2-5 thru 2-9	Duration: 265 min
Overview: Ch 3 - Culture and Social Responsibility and Ch 4 - Essentials of Planning				Complete Chapter 3 and Test for Chapters 1, 2 & 3 - Begin Chapter 4 - Planning

Materials/Technology/Resources Alabama Course of Study

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

Content Standards:

COM 5 - Demonstrate effective verbal and nonverbal communication in the workplace
COM 8 - Utilize a variety of technology tools to communicate accurately and effectively in the workplace

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 plan?

Background Preparation:

Review content previously covered

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.	Friday - Finish Strong
Middle	Complete Chapter 3 -	Review and Begin Chapter 4	Test Chapters 1, 2 & 3	Chapter 4 Complete Discussion	Chapter 4 - Lab
End	Workkeys Review - Time Permitting	Workkeys Review - Time Permitting	Workkeys Review - Time Permitting	Workkeys Review - Time Permitting	Workkeys Review - Time Permitting

Course Name:	Publications			Objectives:
Teacher:	C Smith	Week:	2-5 thru 2-9	Duration: 265 min
Overview:	Design Newsletter and successfully operate Cricuit			Students operate cricuit and begin getting a newsletter together

Materials/Technology/Resources

Textbook

Workbook

X Computers

X Internet

X Lab

Posters

Speakers

X Video/TV

X Multi-Media

Kits

X Handouts

Alabama Course of Study

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):

What needs to go into the newsletter

Background Preparation:

Discuss Publisher and Cricuit

Varied Assessment(s)

x Homework

Feedback

X Discussion

X Class Work

Performance

X Test

Teacher

X Observation

X 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.	Friday - Finish Strong
Middle	this week we will work on completing items using the Cricuit - both for decorating and screenprinting. We will also try to get the cup screening working and the hat. We will begin pulling together a newsletter to print				
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:	2-5 thru 2-9	Duration: 265 min
Overview:	Excel - Minimum and Maximum and work on If/Then			Continue work in Excel

Materials/Technology/Resources

Textbook

X Workbook

X Computers

X Internet

X Lab

X Posters

Speakers

X Video/TV

X Multi-Media

Kits

X Handouts

Alabama Course of Study

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 Evaluate information from Different Formats.
 M #1 Make Sense of Problems

Essential Question(s):

What do I need to be able to do in Excel?

Background Preparation:

Discus formulas

Varied Assessment(s)

X Homework

Feedback

X Discussion

X Class Work

Performance

X Test

Teacher

X Observation

X 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.	Friday - Finish Strong
Middle	Minimum and Maximum work from the Book	If/Then Work from the handouts	Minimum and Maximum work from handouts	Minimum / Maximum If/Then and Formatting Text	Production Quiz
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: Yearbook Work	
Teacher:	C Smith	Week:	2-5 thru 2-9	Duration:	265 min
Overview:	Deadline				

Materials/Technology/Resources

Alabama Course of Study

Textbook

Workbook

X Computers

X Internet

X Lab

Posters

Speakers

X Video/TV

X Multi-Media

Kits

X Handouts

Content Standards:

E1 - Evaluate social and civil responsibilities of business and ownership.

EMPLOYMENT PANEL INTERVIEW

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 I help?

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.	Finsih Strong Friday
Middle	Yearbook work - Continue working - tagging pictures - checking spelling and submitting 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	Q&A and review and clean up

Varied Assessment(s)

Homework

Feedback

X Discussion

X Class Work

Performance

X Test

Teacher

X Observation

X Lab

Course Name:	Multimedia Design			Objectives: Photoshop - turning ideas into a publications	
Teacher:	C Smith	Week:	2-5 thru 2-9	Duration:	265 min
Overview:	Advertising Work				

Materials/Technology/Resources		Alabama Course of Study		CCRS:		Essential Question(s):	
	Textbook	Content Standards: MD2 Utilize a variety of input devices for digitizng 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		Can I make an advertisement?	
X	Workbook						
X	Computers						
X	Internet						
X	Lab						
	Posters						
	Speakers						
X	Video/TV						
X	Multi-Media						
	Kits						
X	Handouts						
		Activities and Learning Experiences					
						Background Preparation: Review abilities learned.	

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.	Finsih Strong Friday
Middle	Students are working on an advertising project. They will take a company or product - review the past advertising slogans and spreads. They will come up with new slogans that support the company's past target markets. They will present these ideas to the class and get input. They will then begin designing layouts for the ads and will present their final product on Friday to class.				
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