

<b>Course Name:</b>	Principles of Management			<b>Objectives:</b> Understanding teamwork and the benefits and challenges
<b>Teacher:</b>	C Smith	<b>Week:</b>	4-9 thru 4-13	
<b>Duration:</b>	265 min			
<b>Overview:</b>	Chapter 12 - Group and Teamwork - Test Chapters 10, 11 & 12			

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

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

<b>Content Standards:</b>
Follow Wallace Standards - Dual Enrollment

<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>
What makes a good team

<b>Background Preparation:</b>
Chapter 7 - working together

**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>	Chapter 12 - Groups and Teamwork Discussion of Chapter	Review Chapter 12 and Labs for 10, 11 & 12	Review for Test on Thursday	TEST Chapter 10, 11 & 12	Review from Luncheon
<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> 4-9 thru 4-13	<b>Duration:</b> 265 min	Complete Newsletter and distribute	
<b>Overview:</b> Newsletter and Certification				

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- 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

<b>Background Preparation:</b>
Review Publisher for the Newsletter

**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	Print and deliver newsletters and practice certification	Practice Certification and any store items	Practice Certification and any store items	Practice Certification and any store items	Teacher Work Day - no school for students
End	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> Design their own database and prepare report
<b>Teacher:</b>	C Smith	<b>Week:</b>	4-9 thru 4-13	
<b>Duration:</b>	265 min			
<b>Overview:</b>	Database			

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

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- Lab
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- 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 design my own database

<b>Background Preparation:</b>
Review last week's introduction

**Varied Assessment(s)**

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

Activities and Learning Experiences					
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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	Print report from Sales Reps Database and begin working on their own database	Students will select their own database topic and will research 10 items and will build a database with 10 fields and ten records. Students will complete a report and present it to the class.			Teacher Work Day - no school for students
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
<b>Teacher:</b> C Smith	<b>Week:</b> 4-9 thru 4-13	<b>Duration:</b> 265 min		
<b>Overview:</b> Certification Practice				

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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				Teacher Work Day - no school for students
<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> 4-9 thru 4-13	<b>Duration:</b> 265 min		Learn Premiere Elements potential
<b>Overview:</b> Movie Maker/Premiere Elements Project				

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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>
What can Premiere do?

<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	Introduce Premiere Elements and make sure everyone can access the software	Each student will produce a video using Premiere Elements. We will practice using 2 different sound levels and multiple fades.			Teacher Work Day - no school for students
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