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| **Teacher Name:** | Lisa Cowart | **Subject:** | | BCSIII | |
| **Date:** | Beginning 2/29/2016  Ending 03/04/2016 | **Grade:** | | 8th | |
| **Standard(s):** | **MSBCS-BCSIII-11:**The student will examine educational requirements, job responsibilities, employment trends, and opportunities within different career pathways.  **CTAEW-1** The student demonstrates competence in a variety of genres**MSBCS-BCSIII-2** The students will demonstrate effective communication skills used to succeed in the business world. |  |  | Click here to enter text. | |
| **Learning Targets:** | Learning Targets:. Learning Targets:. I know the basic departmental functions required to run a business.  I know how to  present myself in the the workplace. | | | | |
| **DOK Level** | **Activities / Assignment / Questions** | | **Assessment** | | |
| **1** | Finish GoAnimate / Type the Guide: How To Write A Business Letter | | Formative  ☐Summative | | ☐Selected Response  ☐Constructed Response  ☐Verbal  ☐Rubric  ☐Other Click here to enter text. |
| **2** | Business Etiquette -Students will watch an assigned youtube video on  The rules of introducing people in the workplace.  Reading Assignment: How to Introduce People: 11 Steps (with Pictures)  Part 1 and 2  Reading Guide Doc | | Formative  ☐Summative | | ☐Selected Response  ☐Constructed Response  ☐Verbal  ☐Rubric  ☐Other Click here to enter text. |
| **3** | Keyboarding Project 4 | | Formative  ☐Summative | | ☐Selected Response  ☐Constructed Response  ☐Essay  ☐Verbal  ☐Rubric  ☐OtherClick here to enter text. |
| **4** | Students will team up and watch an assigned youtube video on one of the following Business Etiquette topics:  The proper way to present yourself in the workplace  Presentation Skills  Do’s and Don’ts at job interviews  How to dress in the workplace  Teams will create an Infogr.am on their topic. The Infogr.am’s will be used for activities with 6 and 7th grade | | Formative  ☐Summative | | ☐Selected Response  ☐Constructed Response  ☐Essay  ☐Verbal  ☐Rubric  ☐OtherClick here to enter text. |
| **Resources:** | Google Classroom, Google Drive, GoAnimate , Infogr.am  <http://mappingyourfuture.org/planyourcareer/careership/>  http://www.wikihow.com/Introduce-People | | | | |

Monday: GoAnimate Keyboarding

Tuesday: Etiquette

Wednesday: Etiquette

Thursday:Etiquette

Friday: Keyboarding