

Deb Shew – Business Education
 Lesson Plans – Week 1-2 September 1 – September 8, 2017

	Personal Finance (1 st Hour)	Personal Finance (3 rd Hour)	Accounting (4 th Hour)	Information Processing (5 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Friday	Syllabus, log-ins	Syllabus, log-ins	Syllabus, log-ins, Google Classroom	Syllabus, classroom,	No Class	Syllabus, rules, seating, Google Classroom file management, begin 1 st day in Word
Tuesday BLOCK Odd	Rules, 1 st day, seating chart, classroom, books, SNL Video, begin Pretest - exchange and correct The Good Life Collage; write a SMART goal for each picture	Finish syllabus, RLA, Rules, 1 st day, classroom, books, SNL Video, begin Pretest - exchange and correct The Good Life Collage; write a SMART goal for each picture		Rules, 1 st day, seating chart, online books, edutyping web site, Kahoot pretest game File Management – saving and emailing expectations; set up email profile and signature; picture Practice timing #1 (Healthy Habits) and set goal on tracking sheet Review proper technique Edutyping - Lessons #1 Homerow and #3 H & E Break	Syllabus, folders, rules, 1 st Day activity Keyboard Covers Technique/posture Pretest timing #1 with covers Lesson #1 F, J, and space	Email accounts – signatures and pictures Email attachment – 1 st day file and picture Begin Unit 1 Computer Components, PowerPoint with study guide
Wednesday BLOCK Even 6th Hour Study Hall			Rules, 1 st day, cover books, why take Accounting Begin Ch 1-1 The Accounting Equation WT and Application 1-2 How transactions affect the accounting equation WT and Application Study Guide with a partner – race/quizlet	Timing #1 Practice grading Lesson #3 I and R Lesson #4 Reinforcement	1 st Day due; Lesson 2 D and K	Video on inside of computer What is a computer, parts of computer Continue Unit 1 – Input vs. output devices, system unit, display
Thursday	Discuss Good Life Collages Why is saving important – Chapter 1 PowerPoint; terms basics, interest, simple vs. compound; web search for local bank rates	Discuss Good Life Collages Why is saving important – Chapter 1 PowerPoint; terms basics, interest, simple vs. compound; web search for local bank rates	1-3 How Transactions Change Owner's Equity in the Accounting Equation	Begin Microsoft Word 2016 – Chapter 1 Understanding Word Tracking sheet updated; goal for #2 Lesson 5 O and T Lesson 6 N and G Lesson 7 Left Shift and Period	Lesson 3 S and L	Plugs and ports Memory/storage devices, software, networks, Internet, e-commerce, virus's, how to purchase a computer
Friday 6th Hour Study Hall	Table for calculating interest, manual and Excel (page 3); explain compounding interest, demo formula for compounding Signed rules due	Table for calculating interest, manual and Excel (page 3); explain compounding interest, demo formula for compounding Signed rules due	1-4 Mastery and Study Guide Signed rules due	Lesson 8 Reinforcement Lesson 9 U and C Lesson 10 W and Right Shift Signed Rules Due	Lesson 4 A and semi colon key Signed rules due	Begin Computer Ad Assignment Signed rules due