


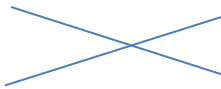


Deb Shew – Business Education

Lesson Plans – Week 10 October 30 – November 3, 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)
Monday Staff meeting	Credit card research due Discuss back side questions How Much Does it Really Cost activity? (financial calculators)	Credit card research due Discuss back side questions How Much Does it Really Cost activity? (financial calculators)	Go through Ch 4 Test Chapter 5 Cash Control Systems 5-1 Checking Accounts: Deposits, Endorsements, Check stubs and checks, voided checks	Project 5 Managing Text Flow; margins, page orientation, paper size, working with breaks (page and section breaks)	SEATING CHART/RULES Key to Your Imagination	Finish formatting of career brochure – go through grading rubric Printing back to back and folding
Tuesday BLOCK Odd	Credit Scores and credit reports information and video Example of credit reports Worksheet	Credit Scores and credit reports information and video Example of credit reports Worksheet		Timing #8 Internet Research Formatting columns, textboxes, Kahoot Review	Timing #6 graded Country Names Begin Alphabet Soup activity – discuss topics Set up document/saving files	Intro PowerPoint All About Me Presentation Slide layouts, views, themes
Wednesday BLOCK Even 6th Hour Study Hall			5-2 Bank Reconciliation and recording service charges 5-3 dishonored checks and electronic banking		Tracking sheet updated; goal #7 Board Games Continue Alphabet Soup; finish A-Z list; begin formatting	PowerPoint Color schemes, hyperlinks Transitions
Thursday	Credit card jeopardy review game	Credit card jeopardy review game	5-4 Petty Cash – establishing and replenishing	Tracking sheet updated; goal #9 Text Messaging – drop low score; turn in tracking Project 5-1 and 5-2	Formatting	Animations – auto run and previewing
Friday Sub MSP Field Trip End of QTR	Credit card test Sub	Credit card test Sub	Ch 5 review worksheet, fill in the blanks, calculating balances, T/F Sub	Finish 5-1 and 5-2 Edutyping number and keypad lessons or extra credit Sub	Alphabet Review A-Z sentences Sub	Finish slide show; inserting animations and transitions Sub