

Deb Shew – Business Education

Lesson Plans – Week 11 November 6 – November 10, 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	HR Block – Pay rent, CC quiz RLA video, paying bills, Life Status Cards, example packet, go through expenses, perm slips, dress code	HR Block – Pay rent, CC quiz RLA video, paying bills, Life Status Cards, example packet, go through expenses, perm slips, dress code	5-3 OYO as review 5-4 Petty Cash – establishing and replenishing Begin Challenge problem	Go through Ch 5 Quiz Begin Ch 6 Working with Tables: insert table, draw, quick tables, formatting styles	Alphabet Soup, formatting list, background (solid color), font color, size, style Borders	Check All About Me PowerPoint progress Begin presentations (4 mins each)
Tuesday BLOCK Odd	Finish explaining packet, investing article, insurance research (due Thursday) Must watch insurance videos on own Taxes – discussion and begin RLA taxes	Finish explaining packet, investing article, insurance research (due Thursday) Must watch insurance videos on own Taxes – discussion and begin RLA taxes		Timing #9 graded – Text Messaging Modifying table styles, Autofit, resizing, header rows, sorting, merge and split	Timing #7 graded Board Games Word Art, watermarks, working with pictures	All about me presentations
Wednesday BLOCK Even 6th Hour Study Hall – Chelmo (sub) All District Staff Meeting			Finish challenge problem Ch 5 Study Guide		Tracking sheet updated; goal #8 Sweets and Treats Printing to color Alphabet Review A-Z sentences	Finish presentations; begin technology presentation research project; pick partners (must have partner – 3 is ok) pick topics
Thursday	Finish RLA taxes – check each other Sales tax, excise tax, property taxes	Finish RLA taxes – check each other Sales tax, excise tax, property taxes	Jeopardy Review Game Correct study guide	Tracking sheet updated; goal for #10 Evolution of Mobile Cell margins, add alt text, converting text to table and back, formulas	Begin Numeric Keyboard in edutyping	Research requirements; begin research
Friday 6th Hour Study Hall Veteran’s Day Program 2-2:40	Payroll taxes: withholdings, W-4, tax tables Withholdings example and assignment	Payroll taxes: withholdings, W-4, tax tables Withholdings example and assignment	Ch 5 Test	Project 6-1 and 6-2	No Class – Veteran’s Day Program	Finish research