





Deb Shew – Business Education

Lesson Plans – Week 15 December 4 – December 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)
Monday	Finish employee benefits example Comparing employee benefits assignment What is a W-2? What is a 1040 EZ Taxes video Begin filling out 1040 EZ	Finish employee benefits example Comparing employee benefits assignment What is a W-2? What is a 1040 EZ Taxes video Begin filling out 1040 EZ	Ch 6 Jeopardy Review Game	Begin Ch 8 Using Illustrations and Graphics Insert tab and picture tools Inserting a picture Inserting a screenshot Cropping, resizing, scale and rotation a picture, picture styles, change picture to SmartArt Graphic	New Class Seating chart, syllabus, rules, 1 st Day activity questions Demo covers Technique expectations www.edutyping.com login and passwords Timing #1 Pretest with covers	New Class Seating chart, syllabus, google classroom File management Begin 1 st Day Activity in Word
Tuesday BLOCK Odd	Finish 1040 EZ Begin WI-Z Explain 3 case studies – begin assignment	Finish 1040 EZ Begin WI-Z Explain 3 case studies – begin assignment		Timing #12 graded Netiquette (2 minute) Adjusting brightness, contrast, color and artistic effects; removing picture backgrounds, arranging text; Inserting shapes, drawing tools, formatting shapes, inserting Word Art, using SmartArt graphics	1 st day due Why is keyboarding important Lesson #1 Learn F, J, and Space Bar with covers Technique	Finish 1 st day activity Email accounts – signatures and profile pictures Email attachments Begin Unit 1 Computer Components Begin filling out worksheet for Unit 1
Wednesday BLOCK Even 6th Hour Study Hall			Ch 6 Test Use Excel for Worksheet		Lesson #2 Learn D and K	Videos on inside of computer What is a computer, parts of computer, input and output, hardware and software
Thursday	Workday for Taxes	Workday for Taxes	Go through Ch 6 Test Ch 7 Financial Statements 7-1 Income Statement work together and OYO	Tracking sheet updated; goal for #13 White Water Rafting (2 minute) Project 8-1 and 8-2 on own	Lesson #3 Learn S and L	System Unit, display devices, plugs and ports, memory and storage devices
Friday SUB All Day	Taxes due at end of hour today	Taxes due at end of hour today	7-1 Application	Chapter 8 Kahoot Review game Open book quiz for Ch 8	Signed rules due Lesson #4 Learn A and Semi Colon	Finish worksheet on own. Open book/PowerPoint quiz