

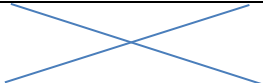



Deb Shew – Business Education

Lesson Plans – Week 21 January 22 – January 26, 2018

	Personal Finance (2 nd Hour)	Accounting (4 th Hour)	Information Processing (5 th Hour)	Intro to Business (6 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Monday 1st Hour Study Hall	Syllabus, rules, 1 st Day Survey; Google Classroom sign up; Begin Pre-Test – finish as homework	Go through simulation grading; begin Ch 9 Unit 2 Corporations selling Merchandise; Chart of Accounts; Begin Source documents activity using special journals – Purchases; cash payments and general journal	Syllabus, rules, 1 st Day Survey; Google Classroom sign up; log-ins and passwords for www.edutyping.com PreTest for timing; grading requirements Explain certification exam expectations; Videos on certification	Syllabus, rules, 1 st Day Survey; Google Classroom sign up; What is Business? If you were to run a lemonade stand, what would you do?	Quiz back, dictation Finish ABC's and Word Patterns; Practice timing #4 Art Words – set goal	Finish Publisher Auto Shape Face – print and email; check rubric
Tuesday Block Odd			Setting up H:drive with folders Ch 1-9; email requirements; signature; attaching files; begin keyboard review; Lessons 1-3		Timing #4 Art Words; #8 Right hand Capitals on middle row	Begin Publisher Career Exploration Brochure project; log-ins for career cruising web site; demo web site; begin career assessment
Wednesday Block Even	H & R Block Budgeting Challenge; register; overview; download spreadsheet; vendor selection	Finish source documents activity; journalizing and posting; totaling and proving special journals; begin Mastery Problem		Shark Tank episode; discuss 4 main aspects of running a business; take notes/quiz Selling yourself... RESUME	Tracking sheet updated; #9 Left hand capitals on middle row	Career research
Thursday 1st Hour Study Hall	Correct Pre-Test; begin The Good Life Collage – write 3 goals to accomplish (SMART goals) – collage due Monday	Finish mastery problem using special journals	Proofreading; capitalization rules; apply and learn activity; proofreading marks	Begin Resume; layouts; what to put on them; begin resume; for Monday, work experience, volunteer, education	Dictation #10 Right hand capitals on top row	Brochure template download; save to H drive; working with the textboxes; grading requirements
Friday	Sno Fest	Sno Fest	Sno Fest	Sno Fest	#11 Left hand capitals on top row	Sno Fest