





Deb Shew – Business Education
 Lesson Plans – Week 22 January 29 – February 2, 2018

	Personal Finance (2nd Hour)	Accounting (4th Hour)	Information Processing (5th Hour)	Intro to Business (6th Hour)	Keyboarding (7th Hour)	Computer Technology (8th Hour)
Monday 1st Hour Study Hall	Signed rules due; continue cashflow video (4:30 mark) H & R Block Budgeting Challenge; finish vendor selection; How to play budget challenge	9-2 Cash payments journal	Signed rules due; practice timing #1 Healthy Habits; set goal for Tuesday; Lessons #1 and 4	Signed rules due; Running a lemonade stand; 4 functions of business; keep track of lemonade sales, inventory, satisfaction, recipes	Timing back/tracking updated; goal for #5 Words in Sports #10 Right hand capitals on top row	Career research; pick career; begin filling out research worksheet page 1-2
Tuesday Block Odd			Timing #1 Graded Healthy Habits; Kahoot Pretest game; Capitalization rules; learn and apply sentences; enrichment 7 & 8 sentences		Timing #5 graded Words in Sports Dictation for review #11 Left hand capitals on top row	Finish career research worksheet – page 3
Wednesday Block Even	Understanding loans and understanding credit utilization videos; contracts, pre-challenge quizzes, student quick tips, invoices and statements; take pretest for PF	9-3 Petty cash reports/cash short/over; 9-4 General journal/other transactions; discounts and returns; begin Using source documents		Selling yourself; designing an effective resume; Begin Resume; layouts; what to put on them; begin resume; heading; objectives, education, work experience, references	Tracking sheet updated; #12 Right hand capitals on bottom row	Brochure template download; save to H drive; working with the textboxes; grading requirements; begin entering text into textboxes
Thursday 1st Hour Study Hall	Correct Pre-Test; pay rent and credit card; quiz #1 begin The Good Life Collage – write 3 goals to accomplish (SMART goals) – collage due Monday	Finish using source documents; ch 9 test will be Wednesday	Tracking sheet updated; goal for #2; Proofreading; proofreading marks; Alike or Not Alike; practice worksheets (Exercise 1 and 2)	Continue designing resume; resume due Monday ready to print	#13 Left hand capitals on bottom row	Finish entering text; begin formatting
Friday	Inservice/goal workday					