





Deb Shew – Business Education  
Lesson Plans – Week 23 February 5 – February 9, 2018

	Personal Finance (2 <sup>nd</sup> Hour)	Accounting (4 <sup>th</sup> Hour)	Information Processing (5 <sup>th</sup> Hour)	Intro to Business (6 <sup>th</sup> Hour)	Keyboarding (7 <sup>th</sup> Hour)	Computer Technology (8 <sup>th</sup> Hour)
Monday <b>1<sup>st</sup> Hour Study Hall</b>	Invoices and statements; Bank Quiz; pay rent, pay credit card, pay renters insurance, pay cell phone Begin PF Pretest	9-3 On Your Own Petty Cash Report 9-4 Other journal entries to general journal; purchase returns and allowances	Capitalization rules; learn and apply sentences; enrichment 7 & 8 sentences	Thoughts on Resumes handout; Designing an effective resume; Begin Resume; layouts; what to put on them; begin resume; heading; objectives, education	Practice timing #6 Country Names – set goal Begin Alphabet Soup – go through example; Demo Word, tabs and commands; Pick main topic; Begin A-Z list – using tabs	Brochure template download; save to H drive; working with the textboxes; grading requirements; begin entering text into textboxes
Tuesday <b>Block Odd Curriculum meeting/board room 3:15</b>			Timing #2 Graded Netiquette; Kahoot Pretest game; Proofreading; proofreading marks; Alike or Not Alike; practice worksheets (Exercise 1 and 2)		Timing #6 Graded Country Names; Finish A-Z list of phrases	Finish entering text; text requirements
Wednesday <b>Block Even Mid Year Review Due</b>	Pay cable; reconciliation activity, gross and net pay handout Correct Pretest Begin Good Life Collage	9-4 On Your Own; 9-3, 9-4, 9- 5 Application problem		Continue resume; work experiences, references	Tracking sheet updated; practice timing #7 Swimming Safety Tips; set goal for 2/13 Alphabet Soup – formatting; size, color, style, backgrounds	Formatting text boxes; grading requirements/rubric Backgrounds
Thursday <b>1<sup>st</sup> Hour Study Hall</b>	Quiz #2 on paychecks Paycheck deposit Good Life Collage – due at end of hour printed and questions/how to write smart goals	9-7 Challenge problem as a class	Tracking sheet updated; goal for #3 White Water Rafting; turn in tracking sheet; #14 W and Right Shift #15 B and Y	Continue designing resume; formatting; checklist; proofreading	Working with Borders, watermarks, working with pictures and styles	Inserting pictures and styles
Friday <b>Guide Dog Presentation 1:15</b>	Savings Accounts; compare 3 local banks rates, PowerPoint	Finish 9-7 Challenge problem	#18 M and X #19 P and V	Resume due; printed Begin Economic environment of business	Word Art; requirements/rubric; print to color; installing printers Guide Dog Presentation 2:15	Guide Dog Presentation; final revisions; checklist; printing back to back