





Deb Shew – Business Education

Lesson Plans – Week 24 February 12 – February 16, 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	Katy Kiley – CVTC Transcripted credit registration Schedule Utility bill payment Finish Good Life Collage – printed and worksheet completed for Weds. Except for smart goals	Finish 10 minutes of The Profit; Chapter 9 Study Guide	Begin Word Chapter 1 Basic Editing; Begin cover letter activity; online textbook; parts of a letter; menus, tabs, groups, commands, ribbon, dialog boxes; begin keying letter	Finish designing resume; exchange with classmate to proofread; print 2 copies to Mr. Fitch when completed; References assignment – 3 references due for Friday	Practice timing #7 Swimming Safety Tips – set goal/update for timing #6 Alphabet Soup – font colors – text effects and sizes, background colors, page borders, watermarks	Finish formatting text boxes; grading requirements/rubric Backgrounds; begin inserting pictures and styles
Tuesday Block Odd Capstone meeting 3:15			Timing #3 Graded White Water Rafting; Kahoot Pretest game; continue cover letter; printing envelopes, folding and inserting a letter properly		Timing #7 Graded Swimming Safety Tips; Working with pictures and styles; Word Art	Final revisions; proofreading a classmates brochure; printing to color back to back – due by end of hour
Wednesday Block Even	Write 3 SMART goals related to collage; Quiz #2 on paychecks due; Savings accounts PowerPoint; comparing rates; compound interest formula and example calculations	Ch 9 Test; workbooks due		Begin Unit 1 on Economic Environment of Business; PowerPoint and worksheet to fill in; Scarcity, decision making, healthy economies, productivity	Tracking sheet updated; practice timing #8 Zoo Animals; set goal for 2/20 Installing printers, go through requirements grading rubric; print to color Begin Numeric Keyboard lessons #1 Learn 8 and 1	Begin PowerPoint; All About Me presentation; demo window and slide layouts; begin titling slides; working with bullets
Thursday 1st Hour Study Hall C. Castro meeting 3:15	Rule of 72 for doubling money; future value – Timevalue.com website	Go through Ch 9 Test Ch 10-1 Journalizing Sales on Account using a Sales Journal; collecting sales tax on sales	Tracking sheet updated; goal for #4 Ch 1 Open Book Quiz Ch 1 Crossword puzzle – due Friday	Business cycle, inflation and deflation, economic roles GDP activity with partner	Numeric Keyboard #2 Learn 9 and 4	Continue entering text into presentation
Friday 1st Hour Study Hall	Interest calculations and rule of 72 worksheets	10-2 Journalizing cash receipts using a Cash Receipts Journal; POS systems and credit card terminals and reports	#18 M and X #19 P and V	Begin Teen Entrepreneur – The Restaurant – pass out packet, overview of projects, begin project 1	Numeric Keyboard #3 Learn 0 and 5	Working with inserting pictures; begin transitions and animations