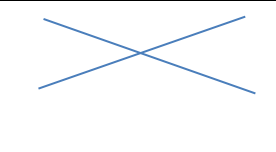
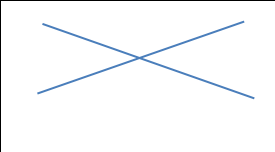
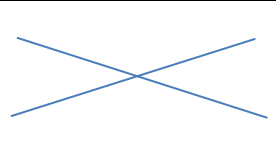
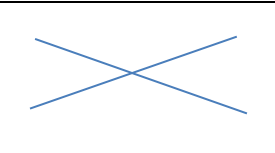


Deb Shew – Business Education

Lesson Plans – Week 29 March 19 – March 23, 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 Cricket – survey my juniors CTEERS	Interest quiz for students gone Thur/Friday RLA Video and info Ways of paying bills Budget Challenge Quiz; check emails	Ch 12 Payroll Records 12-1 Preparing payroll time cards	Ch 3 Character formatting; font size, style, effects, spacing, format painter	Finish Nike Video Service Businesses – local chamber of commerce search	Quiz on middle row Practice timing #1 – set goal; how to print Dictation review on notepad	System Unit, display devices, plugs and ports, memory and storage devices
Tuesday Block Odd Cricket – survey Kayla’s			Timing #8 Internet Research Working with styles, apply and modify, Word Art, Insert text from file, import PDF and format, clear formatting		Timing #1 Graded – review printing Begin technique grade #1 Lesson #8 Learn U and R	Videos on computer parts; difference between bytes, KB, MG, GB, TB Finish study guide; begin correcting
Wednesday Block Even	Go through Interest quiz Begin Unit 2 Checking; deposit slips, endorsements, registers; writing checks Begin Reconciliation forms	12-2 What is a W-4; payroll tax withholdings		Business functions continued; business ownership/forms of ownership through corporations How Stuff Works – Business Structures	Tracking sheet updated Lesson #9 Learn I and E	Unit 1 Quiz on PowerPoint Interview Assignment – due after spring break Computer Ad Assignment
Thursday 1st Hour Study Hall Cricket – survey Brent’s Capstone meeting	Checks and registers (RLA) Checking reconciliation – balancing your checkbook	12-3 Preparing payroll records; payroll register and employee earnings record	Tracking sheet updated; goal for #9 Text Messaging – turn in tracking sheet; Kahoot review game; begin Project 3-1 and 3-2	Finish business structures; go through worksheet; discuss double taxation; Begin Franchises	Lesson #10 Learn O and W	Finish computer ad assignment
Friday	Reconciliation problems	Finish 12-3 12-4 Payroll checks	Ch 3 Open Book Quiz; Finish 3-1 and 3-2 – emailed by end of hour	Franchises web search	No Class – field trip to pool	Jeopardy review game