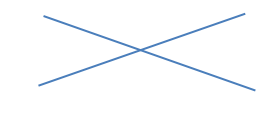
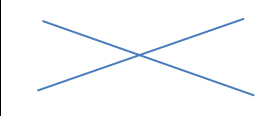
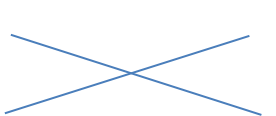
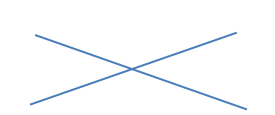


Deb Shew – Business Education  
 Lesson Plans – Week 30 April 2 – April 6, 2018

	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>	Challenge: Auto loan, pay rent, pay credit card, quiz 9 RLA Permission slips and preexcused; dress code and reminders, example packets, checking accounts; deposit slips examples	Excel file - 12-3 Preparing payroll records; payroll register and employee earnings record	Insert text from file, import PDF and format, clear formatting – finish Ch 3 Project 3-1 and 3-2	Business ownership How Stuff Works – Business Structures	Dictation review on notepad Lesson #10 Learn O and W  Review technique expectations Begin technique grading	Difference between bytes, KB, MG, GB, TB video and calculations Go through quiz Interview Assignment Begin Computer Ad Assignment – Best Buy
Tuesday <b>Block Odd</b>  <b>END OF QUARTER VOTE!!!!</b>			Timing #9 Text Messaging; finish 3-1 and 3-2; Kahoot Review game; Ch 3 Open Book Quiz		Lesson #11 Learn P and Q Explain QWERTY keyboard	Finish computer ad assignment
Wednesday <b>Block Even</b>	Endorsements, Keeping track – checks and registers; writing checks Begin Reconciliation forms	12-4 Application – earnings record 12-4 WT and OYO writing payroll checks 12-5 Application		Finish How Stuff Works – explain single and double taxation table; begin Franchising	#12 Learn Y and T	Jeopardy Review Game
Thursday <b>1<sup>st</sup> Hour Study Hall</b>	Checks and registers (RLA) Checking reconciliation – balancing your checkbook  Begin RLA Taxes	Ch 12 Jeopardy	Tracking sheet updated; goal for #10 Mobile Devices Begin Ch 4 Paragraph formatting: Indents	Franchise research	Dictation review #13 Review Top Row #14 Review All Keys	Jeopardy review game
Friday <b>1<sup>st</sup> Hour Study Hall</b>	Finish RLA Taxes	Ch 12 Test	Ch 4 – line spacing, bulleted lists, alignment; picture bullets, numbered lists	Tower Activity – introduce management functions	Finish #14 5 <sup>th</sup> Grade Vs. Staff Basketball game 2-3PM	Interview Due – type up essay