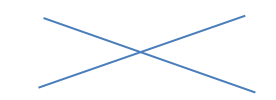





Deb Shew – Business Education

Lesson Plans – Week 31 April 9 – April 13, 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	RLA – dress code reminder; complete taxes – check a neighbors	Finish CH 12 Test Begin Ch 13 Payroll Accounting, Taxes and Reports 13-1 Recording Payroll 13-2 Recording Employer Payroll Taxes	Begin Ch 4 Paragraph formatting: Indents	Franchise research – due at end of hour	Go through technique grading #1 Practice timing #2 Top Row Words Quiz #2 #13 Review Top Row #14 Review all Keys	Interview Due – type up essay
Tuesday Block Odd AMELIA'S HOPE Presentation 1:15			Timing #10 Mobile Devices Ch 4 – line spacing, bulleted lists, alignment; picture bullets, numbered lists		Timing #2 graded Finish #13 and #14	Jeopardy Review Game
Wednesday Block Even REAL LIFE ACADEMY	REAL LIFE ACADEMY Leave at 8 – 12:45	SUB 13-1 and 13-2 OYO 13-1 and 13-2 Application		SUB Made in America videos and video sheet Lemonade stand game if time	Tracking sheet updated #15 M and V	Jeopardy review game
Thursday 1st Hour Study Hall	RLA survey monkey End of Budget Challenge; schedule last payments, take final quizzes; print cash flow statement and bank statement	Check work from Weds – go through 13-2 application 13-3 reporting withholding and payroll taxes	Tracking sheet updated; goal for #11 Setting and modifying tabs Project 4-1 and 4-2	Managing a successful business; management functions - worksheet	#16 Comma and C	Microsoft Publisher: demo screens, templates, etc All About Fall Creek Textboxes, fill colors, line colors, text effects
Friday	RLA discussion and written essay – due Monday	13-4 paying withholding and payroll taxes	Kahoot Review Game Chapter 4 Open Book Quiz Finish project 4-1 and 4-2	Tower Activity – planning, organizing, staffing, leading, and controlling	#17 Period and X	Working with pictures and styles, background colors, shapes, layering