

Deb Shew – Business Education

Lesson Plans – Week 4 September 18 – September 22, 2017

	Personal Finance (1 <sup>st</sup> Hour)	Personal Finance (3 <sup>rd</sup> Hour)	Accounting (4 <sup>th</sup> Hour)	Information Processing (5 <sup>th</sup> Hour)	Keyboarding (7 <sup>th</sup> Hour)	Computer Technology (8 <sup>th</sup> Hour)
Monday	Rule of 72; savings in the real world; Begin Excel spreadsheets	Rule of 72; savings in the real world; Begin Excel spreadsheets	Ch 1 Study Guide	Continue cover letter; inside address, salutation, body, bullets, closing, signature	Practicing timing #1 – set goal; practice printing #6 Apostrophe and Enter	Networks, Internet, e-commerce, virus's, how to purchase a computer
Tuesday <b>BLOCK Odd</b>  <b>SUB – Perkins meeting at CESA</b>	Michelle Brown: The Identity Theft Story movie	Michelle Brown: The Identity Theft Story movie		Word Quiz Timing #2 Netiquette graded Chapter 1 Crossword puzzle	Practice timing #1 (no printing) #7 Review all middle row keys	Review Packets on computers
Wednesday <b>BLOCK Even</b> <b>6<sup>th</sup> Hour Study Hall</b>			Chapter 1 Test		Timing #1 Graded – printed #8 U and R	Computer Videos Begin Computer Ad Assignment- shopping for a computer Assign Interview – due Monday
Thursday <b>FBLA meeting during Activity Period</b>	Register students for H&R Budget Challenge; Finish Excel spreadsheets	Register students for H&R Budget Challenge; Finish Excel spreadsheets	Go through Ch 1 Test Chapter 2 Analyzing transactions into debit and credit parts: Using T-Accounts	Tracking sheet updated; practice timing #3 White Water Rafting – set goal Print cover letter, signature, printing envelopes, folding and inserting a letter	Tracking sheet updated #9 I and E Dictation for review	Finish Ad assignment; begin Jeopardy Review Game
Friday <b>6<sup>th</sup> Hour Study Hall</b>	Chapter 1 Quiz	Chapter 1 Quiz	2-2 Analyzing how transactions affect accounts	Working with templates; memo; modifying a template Kahoot game	#10 O and W	Finish Jeopardy Review Game