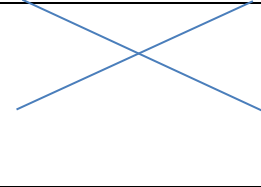
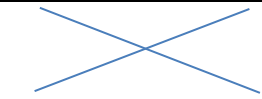
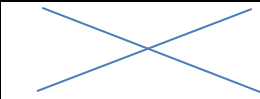
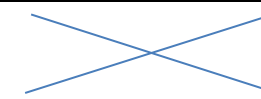


Deb Shew – Business Education

Lesson Plans – Week 5 September 25 – September 29, 2017

	Personal Finance (1 st Hour)	Personal Finance (3 rd Hour)	Accounting (4 th Hour)	Information Processing (5 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Monday	Chapter 1 Quiz Continue making vendor selections for H & R Block Budget Challenge Watch additional videos on budget challenge	Chapter 1 Quiz Continue making vendor selections for H & R Block Budget Challenge Watch additional videos on budget challenge	2-1 through 2-4 Application problems	Discuss cover letters and envelopes Capitalization rules; learn and apply sentences Proofreading marks; Enrichment 7 & 8	Remind about headphones, chairs, covers returned and expected behaviors #11 P and Q Practice quiz #1	Finish Computer Ad assignment; Begin Jeopardy Review Game – groups of 3
Tuesday BLOCK Odd	Finish vendor selection if needed Begin Chapter 2 Checking Accounts: terms, parts of a check; registers, keeping it up to date, bank reconciliations	Finish vendor selection if needed Begin Chapter 2 Checking Accounts: terms, parts of a check; registers, keeping it up to date, bank reconciliations		Timing #3 White Water Rafting graded Continue capitalization and proofreading activities #19 P and V #20 Q and Comma	Quiz #1 Graded #12 Y and T	Finish Jeopardy Game
Wednesday BLOCK Even 6th Hour Study Hall			2-5 Mastery and 2-6 Challenge problem as a class		Practice timing #2 Top Row Words – set goal #13 Review top row #14 Review all keys	Technology Interview due Type up essay
Thursday	Electronic, online, and smartphone banking, ATM's, overdrafts and ODP, ID Theft, choosing an account	Electronic, online, and smartphone banking, ATM's, overdrafts and ODP, ID Theft, choosing an account	Ch 2 Study Guide	Tracking sheet updated; goal #4 – turn in tracking sheet Ch 2 Basic Editing; document views, zoom window views, navigating and searching a document	Timing #2 Graded #15 M and V	Intro Microsoft Publisher Demo screen, commands, templates Begin demo activity FC Schools – textboxes
Friday	Checkbook reconciliation problem	Checkbook reconciliation problem	Ch 2 Test	Find and replace, autocorrect, go to command, cut, copy, paste, properties	Tracking sheet updated #16 Comma and C	Textboxes, rotate, fill, font, color, line color, weight, border, shadow, 3-D effects