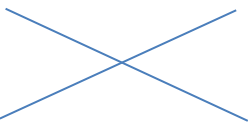





Deb Shew – Business Education

Lesson Plans – Week 6 October 2 – October 6, 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	Finish cash flow spreadsheet for budget challenge How to Play budget challenge video Begin Chapter 2 Checking Accounts: terms, parts of a check; registers, keeping it up to date	Finish cash flow spreadsheet for budget challenge How to Play budget challenge video Begin Chapter 2 Checking Accounts: terms, parts of a check; registers, keeping it up to date	Go through Ch 2 Test Begin Ch 3-1 Journalizing entries in a 5 column journal vs. General Journal Examples of source documents and abbrev. 3-1 and 3-2 recording journal entries	Ch 2 Basic Editing; document views, zoom window views, navigating and searching a document	Dictation for warm up #15 M and V	Finish final Jeopardy Review Game Intro Microsoft Publisher Demo screen, commands, templates Begin demo activity FC Schools – textboxes
Tuesday BLOCK Odd	Checkbook reconciliation problems Electronic, online, and smartphone banking, ATM's, overdrafts and ODP, ID Theft, choosing an account	Checkbook reconciliation problems Electronic, online, and smartphone banking, ATM's, overdrafts and ODP, ID Theft, choosing an account		Timing #4 Leaving a Digital Footprint graded Find and replace, autocorrect, go to command, cut, copy, paste, properties Project 2-1 and 2-2	#16 C and Comma	Textboxes, rotate, fill, font, color, line color, weight, border, shadow, 3-D effects
Wednesday BLOCK Even 6 th Hour Study Hall			3-3 Journalizing entries that affect OE and cash on account 3-4 Proving and ruling a journal page; proving cash		#17 Period and X	Backgrounds and working with pictures
Thursday WEBIT - SUB	Checkbook reconciliation problem	Checkbook reconciliation problem	3-1 through 3-5 Application problems	Tracking sheet updated; goal #5 – Passport Ch 2 Open Book Quiz Continue Edutyping lessons	#18 Z key	Locker sign
Friday WEBIT - SUB 6 th Hour Study Hall	Finish reconciliation problems Begin budget challenge game	Finish reconciliation problems Begin budget challenge game	Finish 3-1 through 3-5 Application problems	Edutyping lessons	#19 N and B Practice quiz #2	Finish locker sign