

Deb Shew – Business Education
 Lesson Plans – Week 7 October 9 – October 13, 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 PTC 4-7:30 Staff meeting	Checkbook reconciliation problems Budget Challenge	Checkbook reconciliation problems Budget Challenge	Finish 3-4 Work Together proving and ruling a journal and proving cash Finish 3-4 On Your Own	Email Project 2 assignments Begin Ch 3 Character formatting; changing font style, size; character attributes, text effects, character spacing, format painter	Quiz #2 graded; practice timing #3 Art Words – set goal Finish #20 and #21 review Go through first technique grading	Publisher continued Working with pictures Autoshapes – layering Word Art Finish FC poster and locker sign
Tuesday BLOCK Odd	Budget challenge update Finish reconciliation problems Electronic, online, and smartphone banking, ATM's, overdrafts and ODP, ID Theft, choosing an account	Budget challenge update Finish reconciliation problems Electronic, online, and smartphone banking, ATM's, overdrafts and ODP, ID Theft, choosing an account		Timing #5 Passport graded Working with styles – apply, modify, create organizer Word Art, Inserting text from file, import PDF and format Clear formatting	Timing #3 graded Begin capital letter lessons #8 Right hand capitals in middle row	Print posters AutoShape faces – demo grouping objects Face requirements
Wednesday BLOCK Even 6th Hour Study Hall			Using Source Documents problem		Tracking sheet updated; goal and practice #4 Words in Sports #9 Left hand capitals in middle row	Finish Autoshape faces – print to color
Thursday	Continue ID Theft	Continue ID Theft	Ch 3 Mastery Problem	Tracking sheet updated; goal #6 – Social Media Open book quiz page 64 Project 3-1 and 3-2	#10 Right hand capitals on top row	Begin Career Cruising research – logins – navigating web site; begin assessments
Friday	INSERVICE					