

Deb Shew – Business Education

Lesson Plans – Week 8 October 16 – October 20, 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	Reconciliation problem extra practice	Reconciliation problem extra practice	Ch 3 Jeopardy Review Game	Inserting text from file, import PDF and format Clear formatting; Ch 3 open book quiz; Project 3-1 and 3-2	Finish #9 Left hand capitals on middle row	10 mins to finish Faces Intro career brochure project; Career cruising web site; logins and passwords Take assessments
Tuesday BLOCK Odd	Reconciliation quiz for Unit 2; Update budget for budget challenge ID Theft - video	Reconciliation quiz for Unit 2; Update budget for budget challenge ID Theft - video		Timing #6 Social Media; Finish 3-1 and 3-2 Ch 4 Paragraph formatting; indents, line spacing, paragraph spacing, bullets	Timing #4 graded Words in Sports #10 Right hand capitals on top row	Explore careers – demo web site; pick career and begin research on chosen career – worksheet
Wednesday BLOCK Even 6th Hour Study Hall Capstone meeting			Ch 3 Test on Journalizing		Tracking sheet updated; goal #5 Pizza Toppings #11 Left hand capitals on top row	Continue working through career research worksheet
Thursday	Unit 3 Credit Cards; credit cards 101 video; credit terms; reading a statement	Unit 3 Credit Cards; credit cards 101 video; credit terms; reading a statement	Ch 4 Posting 4-1 Account forms and creating a chart of accounts; opening an account form	Tracking sheet updated; goal #7 List levels, symbols, picture bullets (alignment) numbered lists, working with tabs	#12 Right hand capitals on bottom row	Finish career research worksheet
Friday	Comparing credit card offers	Comparing credit card offers	4-2 Posting separate amounts from a journal to a general ledger	Ch 4 Quiz Project 4-1 and 4-2	Finish any lessons from this week – all lessons due by Monday	Saving career brochure template; begin filling in text into brochure