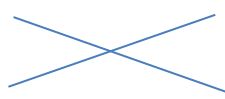





Deb Shew – Business Education

Lesson Plans – Week 9 October 23 – October 27, 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 Staff meeting	Unit 3 Credit Cards; CC explained video; credit cards 101 (3 videos) Credit Card Statements Terms	Unit 3 Credit Cards; CC explained video; credit cards 101 (3 videos) Credit Card Statements Terms	4-2 Posting separate amounts from a journal to a general ledger	Signed grade report due Continue Ch 4 working with paragraph spacing, bullets, list levels, symbols, picture bullets (alignment)	Begin Halloween Typing Mystery – Pumpkin Explain spaces and counting	Finish last page of career research worksheet Saving the template
Tuesday BLOCK Odd	Budget Challenge – bank reconciliation Comparing credit card offers	Budget Challenge – bank reconciliation Comparing credit card offers		Timing #7 All About Pizza graded Working with numbered lists, working with tabs Kahoot review game	Timing #5 graded Pizza Toppings Finish Pumpkins Begin Formatting – font colors	Begin text entry into brochure; working with textbox guides for sizing
Wednesday BLOCK Even 6th Hour Study Hall			4-3 posting column totals from a journal to a general ledger 4-4 Completed accounting forms and making correcting entries		Tracking sheet updated; goal #6 Country Names Finish formatting of pumpkins backgrounds Pictures Printing	Finish data entry for brochure
Thursday	Credit Cards Independent practice spreadsheet in Excel – how long to pay off my debt	Credit Cards Independent practice spreadsheet in Excel – how long to pay off my debt	4-5 Mastery	Tracking sheet updated; goal #8 Internet Research Ch 4 Open Book Quiz Project 4-1 and 4-2	Numeric Keypad handout – explain calculator	Working with formatting; backgrounds, text box fill, line color and width Go through font and fill requirements and grading rubric
Friday 6th Hour Study Hall	How much does it really cost?	How much does it really cost?	Ch 4 Test	Project 5 Managing Text Flow; margins, page orientation, paper size, working with breaks (page and section breaks)	Finish numeric keypad packet – due by end of hour	Finish formatting brochure; printing two-sided (back to back)