





Deb Shew – Business Education

Lesson Plans – Week 10 November 5 – November 9, 2018

	Accounting (1 <sup>st</sup> Hour)	Information Processing (3 <sup>rd</sup> Hour)	Intro to Business (5 <sup>th</sup> Hour)	Personal Finance (6 <sup>th</sup> Hour)	Keyboarding (7 <sup>th</sup> Hour)	Computer Technology (8 <sup>th</sup> Hour)
Monday	5-3 Dishonored checks, EFT's, debit card transactions	4.4 Enhancing tables with styles 4.5 Working with data in a table	I Scream for Ice Cream activity – Marketing Mix (4 P's of marketing)	Salary pay stub due Payroll withholdings – demo example and assignment	Numeric Keypad – calculator drills	Introduce Microsoft Publisher Begin demo activity “We Are Fall Creek” – text boxes and effects
Tuesday	5-4 Petty Cash – establishing and replenishing 5.6 Mastery Problem	Timing #9 Graded Text Messaging Safety 4.6 Using quick tables 4.7 Modifying a table 4.8 Performing calculations in a table 4.9 Working with Excel	Ch 2 Review page 50-52 #1-23		Finish calculator drills	Working with pictures, backgrounds
Wednesday 2 <sup>nd</sup> Hour Study Hall				Begin Tax Returns; W-2's and how to fill out a 1040 EZ	Timing #7 Graded Swimming Safety Tips Alphabet Review in Word	Autoshapes, Word Art, layering
Thursday	Ch 5 Study Guide	Tracking sheet updated; goal for timing #10 Evolution of Mobile Devices 4.10 Inserting objects in a table	Unit 2 Test	Completing a WI-Z	Tracking and goal for #8 Begin Alphabet Soup – topics and A-Z list	Free choice poster – go through requirements
Friday 2 <sup>nd</sup> Hour Study Hall Vet Program 2-2:40	Ch 5 Test	Ch 4 Open Book Quiz Ch 4 Performance Assessment	Begin Business Plans through Teen Entrepreneur Activity 1 along with log in	Taxes workday	Formatting of Soup activity	Workday for free choice poster in Publisher