





Deb Shew – Business Education

Lesson Plans – Week 12 November 26 – November 30, 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 Personal Day - Sub	Ch 6-2 Extra Problem for review	5.5 Changing tab alignments 5.6 Reinforcement (Ferris Wheel)	Finish branding video Swoosh: Inside Nike – extra credit worksheet due at end of hour	Survey Monkey on RLA Discussion and written essay	Review lessons: Math terms, famous places and landmarks, famous people, famous addresses, ice cream, cyberbullying	Career Cruising – continue entering text into brochure template in Publisher
Tuesday	Ch 6 Test	Timing #11 Healthy Habits (2 minute) Chapter 5 Open Book Quiz Chapter 5 Performance Assessment Email all Ch 5 Files Begin Ch 6 Columns and Page Setups 6.1 ID Theft – formatting columns	Pick groups for mini businesses – example of products to sell Researching a Teen Based Business – Occupational Outlook Handbook Project 1 Worksheet Project 2 Trademark and Copyright Plan Project 3 Legal Research Project 4 Choose a Business to operate		Tracking sheet updated; practice timing #9 Being Cybersafe – set goal for Wednesday Begin Alphabet Soup – example and A-Z list of phrases	Finish entering text into brochure for career research
Wednesday 2 <sup>nd</sup> Hour Study Hall				Continue W-2's and how to fill out a 1040 EZ – finish 1040 EZ and complete the WI-Z	Timing #9 Graded Being Cybersafe Finish A-Z list	Formatting of brochure – background, fill color, line color, font color
Thursday	Go through test Ch 7 Financial Statements 7-1 Preparing an Income Statement	Tracking sheet updated; goal for timing #12 Netiquette 6.2 Column Breaks 6.3 Enhancing the appearance of a page with vertical alignment and borders	Project 5 Developing a professional network	Taxes workday	Tracking sheet updated – drop low score – turn in Formatting of Alphabet Soup	Working with Pictures and styles/frames
Friday 2 <sup>nd</sup> Hour Study Hall	7-2 Preparing a Balance Sheet	6.4 columns and page set up – ID Theft 2 Cover Page 6.5 Enhancing columns – Password Power 2	Project 6 Creating a company description	Taxes workday – taxes due Monday	Formatting of Alphabet Soup Last day of trimester	Proofreading and printing, folding brochure Last day of trimester