





Deb Shew – Business Education

Lesson Plans – Week 13 December 3 – December 7, 2018

	Accounting (1 st Hour)	Information Processing (3 rd Hour)	Intro to Business (5 th Hour)	Personal Finance (6 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Monday	Ch 7 Mastery – Income statement and balance sheet – 2 sources of revenue and net loss Challenge problem also	6.3 Enhancing appearance of columns 6.4 Columns and page set up 6.6 Enhancing columns	Project worksheet 1 and 4 due Project 5 Developing a professional network Project 6 Creating a company description	Finish WI-Z taxes Begin 3 case studies – go through directions Schedule final payments for HR Block and final survey	New Class Seating chart, folders, syllabus, rules	New Class Seating Charts, syllabus, rules File Management – creating folders Begin email
Tuesday	Kahoot Review Ch 7 Study Guide	Timing #12 Netiquette (2 minute) Ch 6 Open Book Quiz Ch 6 Performance Assessment 7.1 Headers & Footers Student Council Letterhead	Project 7 Creating a logo and a tagline Project 8 Creating a description of products and services		Edutying Log-ins 1 st Day of Keyboarding questions How to use the covers Technique grading overview Begin F, J, spacebar lesson	Finish email signatures and profile picture Begin 1 st Day of Computer Tech in Word
Wednesday 2nd Hour Study Hall SUB				Taxes - workday	Learn D & K keys	No CLASS – field trip
Thursday	Ch 7 Test	Tracking sheet updated – goal for #13 White Water Rafting 7.2 Formatting headers & footers – Classroom rules 7.3 Advanced Headers & Footers 7.4 Bookmarks	Project 9 Creating a market analysis	HR Block done Finish Taxes Go through Study Guide	Learn S & L Keys	Finish 1 st Day Emailing attachments Begin Unit 1 Computer Components PowerPoint and Study Guide
Friday Observe Prissel 4th Hour	Go through Test Begin Ch 8 – Recording adjusting and closing entries – end of fiscal period	7.5 Working with table of contents 7.6 Citations 7.7 Table of figures	Project 10 Creating a Marketing Plan	Begin Unit Test on Earning Power and Taxes – finish on Monday	Learn A & Semi Colon keys	Continue Unit 1 PowerPoint and study guide