

Deb Shew – Business Education

Lesson Plans – Week 14 December 10 – December 14, 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	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 8 Creating a description of products and services Project 9 Creating a market analysis Set up selling schedule	Go through taxes Begin Unit Test on Earning Power and Taxes	Rules due #6 Apostrophe and Enter keys #7 Middle Row Review	Finish 1 st Day Emailing attachments Begin Unit 1 Computer Components PowerPoint and Study Guide What is a computer – video Types of computers
Tuesday	8-2 Recording and posting closing entries 8-3 Post Closing Trial Balance	Timing #13 White Water Rafting (2 minute) Finish 7.7 Table of figures 7.8 Footnotes and endnotes- Waiver release form 7.9 Needs vs wants Navigating a document efficiently	Project 10 Creating a Marketing Plan Project 12 Operating Plan Project 21 Start Up Funds	X	Practice timing #1 – set goal #8 Top Row Learn U and R	Input devices System unit – CPU and RAM Output Storage Devices
Wednesday 2 nd Hour Study Hall SUB	X	X	X	Finish Unit Test	Timing #1 Graded – Middle row phrases #9 Learn I and R	Hard drives Removable storage devices (USB) Cloud storage Software and OS's Networks
Thursday Capstone Presentations – sub for 1st – 5th Hour	8-1 through 8-3 On Your Own – journalizing and posting adjusting and closing entries for end of fiscal period SUB	Tracking sheet updated – goal for #14 Digital Footprint Ch 7 Open Book Quiz Ch 7 Performance Assessment SUB	Project 22 Accounting Plan SUB	Begin Credit Unit – ID Theft – The Michelle Brown Story	Tracking sheet updated #10 O and W	E-commerce Virus's Finish study guide – correct partners
Friday	Mastery Problem	Ch 8 Working with graphics 8.1 HS Musical Flyer 8.2 Formatting picture styles (letterhead with pictures)	Finish all projects	Continue video on ID Theft	#11 Learn P and Q Dictation for review 1 st	Unit 1 Quiz