





Deb Shew – Business Education

Lesson Plans – Week 19 January 21 – January 25, 2019

	<b>Accounting (1<sup>st</sup> Hour)</b>	<b>Personal Finance (3<sup>rd</sup> Hour)</b>	<b>Personal Finance (4<sup>th</sup> Hour)</b>	<b>Information Processing (5<sup>th</sup> Hour)</b>	<b>Keyboarding (7<sup>th</sup> Hour)</b>	<b>Computer Technology (8<sup>th</sup> Hour)</b>
Monday <b>2<sup>nd</sup> Hour Study Hall</b>	Pass back final simulation Drop for CVTC Chapter 9 Journalizing Purchases and Cash Payments using Special Journals 9-1 Business Structures; journalizing in a purchases journal	Syllabus, seating chart, google classroom, 1 <sup>st</sup> day student survey Rules and expectations Begin PreTest	Syllabus, seating chart, google classroom, 1 <sup>st</sup> day student survey Rules and expectations Begin PreTest	Syllabus, seating chart, google classroom, 1 <sup>st</sup> day student survey Rules and expectations Setting up file management folders in H:drive Email signatures and profile pics	Practice timing #5 Right hand caps on bottom row	Career Cruising web site Assessments complete Pick career to research Demo inserting text boxes and entering information from site – begin page 1
Tuesday <b>ODD</b>	9-2 Journalizing purchase of merchandise on account and buying supplies 9-3 Journalizing cash payments and other transactions	Finish Pre Test and correct; begin The Good Life Collage; my example; demo		Edotyping web site logins and passwords; Timing pretest; printing; grading scale for timings; extra credit opportunities Begin review lessons	Timing #5 graded – Words in Sports Left hand caps on bottom row	Continue entering text into text boxes; page 2
Wednesday <b>EVEN</b>			Finish Pre Test and correct; begin The Good Life Collage; my example; demo		Tracking sheet updated; practice #6 Country Names (capital letters) Speed repeat capital letters Sentences with questions	Working with backgrounds, fill colors and line colors, font size and style
Thursday <b>2<sup>nd</sup> Hour Study Hall</b>	9-4 Journalizing other transactions in a General Journal – explain CVTC final	Finish Good Life Collage; writing SMART Goals; smart goal rewrites; goals due Monday	Finish Good Life Collage; writing SMART Goals; smart goal rewrites; goals due Monday	Proofreading strategies; capitalization rules; proofreading marks Learn and Apply sentences in Word – The Word window – basic commands	Rhyming sentences Geography facts Plural Words in sentences Proper Nouns in sentences	Inserting pictures and formatting pictures
Friday	SNO FEST					