

Deb Shew – Business Education

Lesson Plans – Week 2 September 10 – September 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	Chapter 1-2 review – Application on board 1-3 How transactions affect Owners Equity – revenue and expenses, drawing	Capitalizing rules; Learn and apply Continue lessons	The Economic Environment: Market Economies PowerPoint Begin CIA Factbook activity with partner	The Good Life Collage – describe the purpose and questions (table) – begin collage	Student survey Lesson #2 Learn D and K	File attachments to emails; send 1 st day Begin Unit 1 Computer Components; inside and outside a computer; begin PP and study guide
Tuesday	1-4 Mastery as a class; study guide as homework	Timing #1 Healthy Habits graded Proofreading strategies; alike or not alike; proofing marks; Proofing worksheets #1 and #2 – applying the marks – go through in class	Decision making process; finish CIA Factbook	X	Lesson #3 Learn S and L	Input vs. output Storage devices
Wednesday 2nd Hour Study Hall	X	X	X	How to write SMART goals; rewrites Finish collage – printed; SMART Goals – write 3 SMART goals related to collage	Lesson #4 Learn A and Semi colon	Assign component topics to groups – presentations Begin research
Thursday	Kahoot Review; correct study guide; workbooks due Friday	Tracking sheet updated; goal for timing #2 Capitalizing and proofreading enrichment 7 & 8	Economic measures; GDP, productivity; business cycle	Collage and goals due Register for H&R Block Budget Challenge; videos; spreadsheet; begin vendor selections	Lesson #5 All Homerow Keys review lesson	Intro PowerPoint project; set up slides; titles; themes; 6 X 6 rule
Friday	Chapter 1 Test	Introduce MOS certification; watch videos; access codes; demo e-text and resources	Participating in the economy; roles, supply and demand; standard of living and quality of life	Demo H&R Block Challenge – 401K's; invoices and due dates; how to use your spreadsheet	Dictation in notepad Finish missing lessons Nitrotype account set up and challenges	Workday