

Deb Shew – Business Education

Lesson Plans – Week 20 January 28 – February 1, 2019

|   | Accounting<br>(1 <sup>st</sup> Hour)   | Personal Finance<br>(3 <sup>rd</sup> Hour)   | Personal Finance<br>(4 <sup>th</sup> Hour)   | Information Processing<br>(5 <sup>th</sup> Hour)  | Keyboarding<br>(7 <sup>th</sup> Hour)  | Computer Technology<br>(8 <sup>th</sup> Hour)  |
|---|--|--|--|---|--|--|
| Monday<br><b>2<sup>nd</sup> Hour Study Hall</b><br><br><b>Staff meeting</b> | Review 9-1 Purchases Journal<br>9-2 Journalizing purchase of merchandise on account and buying supplies                                | Rules, 1 <sup>st</sup> day?<br>Correct pre-test<br>Begin Good Life Collage; my example | Rules, 1 <sup>st</sup> day?<br>Correct pre-test<br>Begin Good Life Collage; my example | Email signatures and logo; profile etiquette; Proofreading strategies; capitalization rules; proofreading marks<br>Learn and Apply sentences in Word – The Word window – basic commands | Difference between backspace and delete; tab key<br>Begin Alphabet Soup for Valentines Day<br>Demo page set up<br>Begin A-Z list | Enter text for page 2 of career brochure   |
| Tuesday<br><b>ODD</b><br><br><b>Gunnar – MOS Test 3:15</b>                  | 9-3 Journalizing cash payments and other transactions<br>9-4 Journalizing other transactions in a General Journal – explain CVTC final | Finish Good Life; answer questions; writing SMART Goals – 3 goals due Thursday         | X  | Timing #1 Graded Healthy Habits; check off extra credit<br>Begin Word Chapter 1<br>Access Codes<br>Downloading source files and saving properly   | Timing #6 graded – County Names<br>Finish Valentines List and begin formatting font; style, size, text effects                   | Pass out formatting guidelines; working with backgrounds, fill colors and line colors, font size and style |
| Wednesday<br><b>EVEN</b>  | X  | X  | Finish Good Life; answer questions; writing SMART Goals – 3 goals due Thursday         | X   | Tracking sheet updated; practice #7<br>Background colors, page borders, Word Art   | Inserting pictures and formatting pictures   |
| Thursday<br><b>2<sup>nd</sup> Hour Study Hall</b>                           | 9-7 Challenge Problem as chapter test  | Goals due;<br>Stock Market challenge; sign up; demo site                               | Goals due;<br>Stock Market challenge; sign up; demo site                               | Tracking sheet updated; goal for #2<br>Continue CH 1 Document Basics; tabs, groups, commands, dialog boxes  | Working with pictures; downloading, copy/paste, working with backgrounds and effects   | Proofreading partners, checking for text overflow; go through grading rubric                               |
| Friday<br><b>2<sup>nd</sup> Hour Study Hall</b>                             | Challenge problem due – go through as class  | What is the stock market video and discussion  | What is the stock market video and discussion  | End of ch 1 activities; open book quiz and performance assessment; emailing files as attachments  | Printing<br>Begin Alphabet soup on own topic; requirements   | Printing to color back to back; folding a brochure   |