

Deb Shew – Business Education

Lesson Plans – Week 21 February 4 – February 8, 2019

	Accounting (1 <sup>st</sup> Hour)	Personal Finance (3 <sup>rd</sup> Hour)	Personal Finance (4 <sup>th</sup> Hour)	Information Processing (5 <sup>th</sup> Hour)	Keyboarding (7 <sup>th</sup> Hour)	Computer Technology (8 <sup>th</sup> Hour)
Monday <b>2<sup>nd</sup> Hour Study Hall</b>  <b>Staff meeting</b>	9-3 Journalizing cash payments and other transactions 9-4 Journalizing other transactions in a General Journal – explain CVTC final <b>Explain Challenge Problem for Tuesday</b>	Answer questions on the Good Life Collage worksheet; writing SMART Goals – 3 goals due Tuesday	Answer questions on the Good Life Collage worksheet; writing SMART Goals – 3 goals due Tuesday	Check off extra credit Begin Word Chapter 1 Access Codes Downloading source files and saving properly	Demo formatting of font, styles, size and text effects on Alphabet Soup	Pass out formatting guidelines; working with backgrounds, fill colors and line colors, font size and style
Tuesday <b>ODD</b> <b>SUB ALL Day – Perkins Meeting at CESA</b>	9-7 Challenge Problem as chapter test  <b>SUB</b>	Good Life Questions and Goals due Stock Market Challenge; What is the Stock Market overview videos and articles to read <b>SUB</b>	X	Timing #1 Graded Healthy Habits; Work through Ch 1 Word – Document Basics; tabs, groups, commands, dialog box launchers <b>SUB</b>	Timing #6 graded – County Names Finish A-Z list on Alphabet Soup; continue formatting of document <b>SUB</b>	Inserting pictures and formatting pictures <b>SUB</b>
Wednesday <b>EVEN</b>	X	X	Good Life Questions and Goals due Stock Market Challenge; What is the Stock Market overview videos and articles to read	X	Tracking sheet updated; practice #7 Background colors, page borders, Word Art; working with pictures	Proofreading partners, checking for text overflow; go through grading rubric
Thursday <b>2<sup>nd</sup> Hour Study Hall</b>  <b>SUB – PM – Dentist appointment</b>	Go through 9-7 Challenge problem as a class Begin Ch 10 Journalizing Sales and Cash Receipts 10-1 Sales on Account using a Sales Journal – sales tax	Sign up for stock market challenge; demo site; show how to trade stocks	Sign up for stock market challenge; demo site; show how to trade stocks	Tracking sheet updated; goal for #2 End of Ch 1 Activities; open book quiz and performance assessment; email files as attachments <b>SUB</b>	Finish Alphabet Soup formatting if needed; Keyboarding lessons – review lessons <b>SUB</b>	Printing back to back; folding brochures and double checking grading rubric – brochures due by end of hour <b>SUB</b>
Friday	INSERVICE					