

Deb Shew – Business Education

Lesson Plans – Week 22 February 11 – February 15, 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>	Go through 9-3 Journalizing cash payments and other transactions work together 9-4 Journalizing other transactions in a General Journal	Intro stocks Videos/read packet with terms Sign up for How the Market Works; begin researching stocks	Intro stocks Videos/read packet with terms Sign up for How the Market Works; begin researching stocks	Check off extra credit Update tracking sheet; practice #2 and goal Netiquette Capitalization rules; learn and apply sentences Proofreading – alike or not alike	Country Names timing from Tuesday if didn't print Tracking sheet/goal #8 Swimming Safety Tips Finish A-Z Review sentences from last week in Word; print	Finish formatting from guidelines; Printing, folding, turn in with rubric PowerPoint Word Find
Tuesday <b>ODD</b>	9-7 Challenge Problem as chapter test	Demo how to trade stocks in game; finish research on stocks and begin trading	X	Timing #2 Graded Netiquette; Proofreading marks; proofreading worksheet 1; Proofing exercise 1 and 2 with partner Enrichment sentences 7/8	Timing #8 graded – Swimming Tips Valentine's Day Alphabet Soup – list A-Z	Word find due: Begin PowerPoint Guess which state I am Set up slide layout; pick states from hat
Wednesday <b>EVEN</b>	X	X	Demo how to trade stocks in game; finish research on stocks and begin trading	X	Tracking sheet updated; practice #9 Zoo Animals Font style, size, color, backgrounds	Demo culturegrams web site Begin entering bullets of information Do's and Don'ts of slides
Thursday <b>2<sup>nd</sup> Hour Study Hall</b>	9-7 Challenge problem due Begin Ch 10 Journalizing Sales and Cash Receipts 10-1 Sales on Account using a Sales Journal – sales tax	Savings accounts PowerPoint Savings basics, key terms, calculating interest	Savings accounts PowerPoint Savings basics, key terms, calculating interest	Tracking sheet updated; goal for #3 White Water Rafting Ch 1 Word – Document Basics; tabs, groups, commands, dialog box launchers Project 1.2 and 1.3 Smart Goals	Working with pictures and styles; printing	Show example game; Finish entering bullet points
Friday	10-2 Journalizing cash receipts using cash receipts journal; Point of sale terminals, Terminal summary tapes, batch reports for credit cards	Rule of 72 calculations Comparing local interest rates on savings accounts and other deposit accounts	Rule of 72 calculations Comparing local interest rates on savings accounts and other deposit accounts	Quiz on Word Window; 1.4 One Drive 1.5 Retrieving a document 1.8 Editing Basics	Continue number lessons 3 and 8 2 and 9	Design templates; alternate colors and fonts in designs Working with transitions and animations