

Deb Shew – Business Education

Lesson Plans – Week 23 February 18 – February 22, 2019

	Accounting (1st Hour)	Personal Finance (3rd Hour)	Personal Finance (4th Hour)	Information Processing (5th Hour)	Keyboarding (7th Hour)	Computer Technology (8th Hour)
Monday 2nd Hour Study Hall	10-2 Journalizing cash receipts using cash receipts journal; Point of sale terminals, Terminal summary tapes, batch reports for credit cards	Savings accounts PowerPoint Savings basics, key terms, calculating interest	Savings accounts PowerPoint Savings basics, key terms, calculating interest	Ch 1 Word – Document Basics; tabs, groups, commands, dialog box launchers Project 1.2 and 1.3 Smart Goals	Continue Alphabet Soup; Formatting backgrounds, page borders, watermarks	Finish entering bullet points; begin formatting Inserting pictures from file and online Design templates; alternate colors and fonts Transitions
Tuesday	10-3 Other transactions in the General Journal – sales returns and allowances	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	Timing #3 Graded White Water Rafting; Quiz on Word Window; 1.4 One Drive 1.5 Retrieving a document 1.8 Editing Basics	Timing #9 graded – Zoo Animals Working with pictures printing	Working with animations
Wednesday Juniors ACT Sophomore business tours and JA						
Thursday No School						
Friday No School						