




Deb Shew – Business Education

Lesson Plans – Week 24 February 25 – March 1, 2019

	Accounting (1 st Hour)	Personal Finance (3 rd Hour)	Personal Finance (4 th Hour)	Information Processing (5 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Monday 2nd Hour Study Hall	10-4 Mastery as chapter assessment	Workday for comparing financial institutions on deposit accounts; savings, checking, money market and CD's	Workday for comparing financial institutions on deposit accounts; savings, checking, money market and CD's	Tracking sheet updated; practice #4 Leaving a digital footprint – set goal Grade Report Due Ch 1 Word – Document Basics; tabs, groups, commands, dialog box launchers Project 1.2 and 1.3 Smart Goals	Tracking sheet updated; practice #10 Being Cybersafe – set goal Continue numbers: Learn 3 and 8 Learn 2 and 9	Go through grading rubric for Guess which state I am with requirements; Email completed file PowerPoint word search
Tuesday ODD Mid quarter	CH 12 Payroll Records 12-1 Preparing payroll time cards 12-2 Payroll tax withholdings W-4	Comparing assignment due; How banks calculate interest; compounding calculations and rule of 72		Timing #4 Graded Leaving a Digital Footprint Quiz on Word Window; 1.4 One Drive 1.5 Retrieving a document 1.8 Editing Basics	Timing #10 graded – Being Cybersafe Finish numbers: Learn 0 and 1 Review all numbers learned	Word search due Begin States Game PowerPoint – going through slides and recording a positive and negative
Wednesday EVEN			Comparing assignment due; How banks calculate interest; compounding calculations and rule of 72	Tracking sheet updated; practice #5 Passport to the World and set goal 1.11 Getting help and information 1.12 Working with PDF Files	Tracking sheet updated; practice #11 Winter Activities and set goal Begin numeric keypad packet; using a computers calculator	Continue States Game – turn in outline at end of hour
Thursday 2nd Hour Study Hall	12-3 Preparing payroll records; payroll register and employee earnings record	Worksheet on compounding interest; quiz Friday	Worksheet on compounding interest; quiz Friday	Chapter 2 Formatting Text 2.1 Formatting text 2.2 Enhancing and formatting text	Finish numeric keypad packet – due at end of hour	Begin final PowerPoint project – pick topics – no repeats; go through requirements and due dates; begin research on topic; credible web sites; setting up your slides
Friday 2nd Hour Study Hall	12-4 Preparing payroll checks	Unit 1 Quiz	Unit 1 Quiz	2.3 formatting text with effects 2.4 Enhancing proofreading skills	Begin Places/State activity; pick a state; research; type essay with information	Research workday; presentations will begin on Wednesday – pick orders randomly or volunteers