





Deb Shew – Business Education

Lesson Plans – Week 25 March 4 – March 8, 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	12-3 Preparing payroll records; payroll register and employee earnings record OYO 12-4 Preparing payroll checks	Interest worksheet due; go through as class Unit Quiz on savings and interest Career research: Success in the New Economy video	Interest worksheet due; go through as class Unit Quiz on savings and interest Career research: Success in the New Economy video	Go through quiz from Friday Chapter 1: Save as PDF file Cut, copy paste vs drag and drop editing Getting help and information Converting a PDF file to .docx	Key to your imagination activity; question/answer keying a document in Word	Review requirement for chosen topic for presentation; animations, pictures, transitions; pick order for presentations
Tuesday ODD PT Conferences 4-7:30	12-4 OYO 12-3, 12-4, 12-5 Application problems in Excel	Career Cruising web site; log-ins and assessment; Career Reporting Form for Real Life Academy; begin career research worksheet; due Thursday		Timing #4 Graded Leaving a Digital Footprint Chapter 1 Open Book Quiz Begin Chapter 2 2.1 Formatting text 2.2 Enhancing text with effects 2.3 Formatting text and effects	Timing #9 graded – Being Cybersafe Internet Activity – Places Pick state; begin research; Culturegrams website and using Google for searching	Final workday for research project/PowerPoint
Wednesday EVEN			Career Cruising web site; log-ins and assessment; Career Reporting Form for Real Life Academy; begin career research worksheet; due Thursday		Tracking sheet updated; drop low score Continue research on chosen state	Presentations
Thursday 2nd Hour Study Hall	Finish application problems Ch 12 Study Guide	Career research due; Checking accounts; deposit slips, registers and checks; begin checking activities	Career research due; Checking accounts; deposit slips, registers and checks; begin checking activities	Tracking sheet updated; practice #5 Passport to the World and set goal 2.4 Enhancing proofreading skills, autocorrect entries Ch 2 Open book quiz Ch 2 Performance assessment	Type up essay paragraph on state activity	Presentations
Friday	CH 12 Test	Checking account activities; recording in a register; online vs. reality; writing checks	Checking account activities; recording in a register; online vs. reality; writing checks	Chapter 3 Paragraph formatting 3.1 Paragraph and line spacing 3.2 Text Alignments 3.3 Working with indents	Type up essay paragraph on state activity Last day of trimester	Presentations Last day of trimester