

Deb Shew – Business Education

Lesson Plans – Week 26 March 11 – March 15, 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 8:36-9:14 | Chapter 12 Test Payroll Records 7:55-8:33 | RLA – Career Reporting Forms Go through Retake Quiz Checking accounts; deposit slips, registers and checks; begin checking activities 9:17 – 9:55 | RLA – Career Reporting Forms Go through Retake Quiz Checking accounts; deposit slips, registers and checks; begin checking activities 9:58-10:36 | Finish 2.2 Enhancing text with effects 2.3 Formatting text and effects 2.4 Enhancing proofreading skills – autocorrect entries | New Class; seating charts; Syllabus; rules signed; folders Google Classroom; edutyping usernames/passwords through Classroom | New class; seating charts; syllabus and signed rules Google Classroom My First Day of Computer Technology activity in Word; saving to H:drive |
| Tuesday | ACT/Junior Achievement/Business Tours | | | | | |
| Wednesday Juniors – Work keys 8 Period Day | Finish 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 | Timing #5 Graded Passport to the World Chapter 2 Open Book Quiz Ch 2 Performance Assessment | Proper technique; using the keyboard covers Learning to Type lessons/view on edutyping.com F, J and spacebar lesson | Finish 1 st Day activity Setting up folders and file management; network drive vs. local drive Moving files and renaming |
| Thursday 2nd Hour Study Hall | Begin Chapter 13 Payroll Taxes and Reports 13-1 Recording a Payroll | Workday for Checking Activity Packet | Workday for Checking Activity Packet | Tracking sheet updated; practice #6 set goal Chapter 3 Paragraph formatting 3.1 Paragraph and line spacing 3.2 Text Alignments 3.3 Working with indents | Learn D and K Learn S and L | Working with your email accounts; signatures and attaching FC logo Email 1 st day file Begin Computer Components PowerPoint and study guide; What is a computer, Input devices |
| Friday 2nd Hour Study Hall | 13-2 Recording Employer Payroll Taxes – S.S., Medicare and Unemployment | Checking account reconciliations – does it balance | Checking account reconciliations – does it balance | 3.4 Creating lists 3.5 Applying background shading and sorting text 3.6 Using Find and Replace | Learn A and Semicolon Learn H and G | Output devices, installing printers, storage devices |