

Deb Shew – Business Education

Lesson Plans – Week 27 March 18 – March 22, 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	Begin Chapter 13 Payroll Taxes and Reports 13-1 Recording a Payroll	Checking activity packet due; RLA Career Research due Balancing your checkbook – in class activity	Checking activity packet due; RLA Career Research due Balancing your checkbook – in class activity	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	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
Tuesday	13-2 Recording Employer Payroll Taxes – S.S., Medicare and Unemployment	RLA Check Register RLA Video RLA Example Life Status Cards and packet of expenses Checking reconciliation – another example of form (2)		Timing #6 Graded Social Media Today Printing Envelopes 3.7 Proofing Your Document 3.8 Applying Text Styles 3.9 Applying Hyperlinks 3.10 Formatting Paragraphs and editing text	Learn Apostrophe and Enter Review Middle Row Keys	Output devices, installing printers, storage devices
Wednesday			RLA Check Register RLA Video RLA Example Life Status Cards and packet of expenses Checking reconciliation – another example of form (2)		Practice Quiz on Middle Row Practice timing #1 Middle row phrases; set goal	Hardware vs. Software Operating Systems
Thursday 2nd Hour Study Hall SUB – Personal Day	13-1 and 13-2 Application Problems	Checkbook Reconciliation Quiz Begin Earning Power and Paychecks Unit Begin 30 Days of Living on Minimum Wage video	Checkbook Reconciliation Quiz Begin Earning Power and Paychecks Unit Begin 30 Days of Living on Minimum Wage video	Tracking sheet updated; practice #7 set goal Ch 3 Performance Assessment Ch 3 Open Book Quiz	Quiz #1 graded Learn U and R Learn I and E	Review Packets: What is a Computer How a computer works
Friday	13-3 SKIP 13-4 Paying Payroll Withholdings and Payroll Taxes	Finish 30 Days of Living on Minimum Wage Video; video guide questions	Finish 30 Days of Living on Minimum Wage Video; video guide questions	Chapter 4 Working with Tables 4.1 Using Table Basics 4.2 Working with Rows, Columns, and Cells 4.3 Formatting Tables	Timing #1 on Middle Row Phrases graded – printing certificates Learn O and W	Continue PowerPoint; processors, virus's, buying a computer – what to look for; finish study guide packet; go through answers to use on quiz Monday