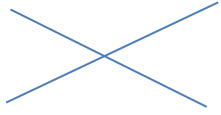

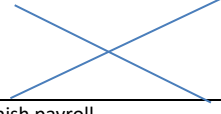
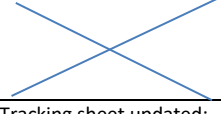


Deb Shew – Business Education

Lesson Plans – Week 28 March 25 – March 29, 2019

|  | Accounting<br>(1 <sup>st</sup> Hour)  | Personal Finance<br>(3 <sup>rd</sup> Hour)   | Personal Finance<br>(4 <sup>th</sup> Hour)   | Information Processing<br>(5 <sup>th</sup> Hour)   | Keyboarding<br>(7 <sup>th</sup> Hour)  | Computer Technology<br>(8 <sup>th</sup> Hour)   |
|--|---|--|--|--|--|---|
| Monday<br><b>2<sup>nd</sup> Hour Study Hall</b>  | Go through Chapter 13<br>Application problems and 13-<br>5 Mastery<br>Ch 13 Study Guide as a class<br>for test review | Pass out Unit packet<br>30 Days Of Living on<br>Minimum Wage video<br>questions<br>Living on Minimum Wage<br>calculator questions from<br>web site;<br>W-4 forms | Pass out Unit packet<br>30 Days Of Living on<br>Minimum Wage video<br>questions<br>Living on Minimum Wage<br>calculator questions from<br>web site;<br>W-4 forms | Finish letter and envelope<br>Tracking sheet updated; goal<br>for #7<br>Finish and send Ch 3 Files;<br>Ch 3 Performance<br>Assessment and Ch 3 Open<br>Book Quiz | Timing #1 Graded Middle<br>Row Phrases – printing<br>certificates<br>Go through quizzes<br>Continue top row lessons<br>from last week                            | Review packets due if not<br>turned in<br>Continue PowerPoint – go<br>through Study Guide<br>questions<br>Storage sizes: bytes<br>USB |
| Tuesday  | Chapter 13 Test on Payroll<br>Taxes and Paying<br>withholding and taxes   | Analyzing an hourly pay stub<br>Salaried employees pay stub<br>Begin how to determine<br>payroll withholdings; tables  |    | Timing #7 Graded<br>Chapter 4 Working with<br>Tables<br>4.1 Using Table Basics<br>4.2 Working with Rows,<br>Columns, and Cells<br>4.3 Formatting Tables          | Tracking sheet updated<br>Top row review<br>All keys review<br>Practice quiz #2 (middle and<br>top row keys)<br>Practice timing #2 Top Row<br>Phrases – set goal | Quiz on Computer<br>Components – can use study<br>guide if they brought it  |
| Wednesday  |                                      |   | Analyzing an hourly pay stub<br>Salaried employees pay stub<br>Begin how to determine<br>payroll withholdings; tables  |   | Quiz #2 Graded on middle<br>and top row keys<br>Timing #2 on middle row<br>phrases   | Begin Computer Ad<br>Assignment on Walmart and<br>Best Buy web sites  |
| Thursday   | Begin Final Review<br>Review Part 1 Journaling<br>purchases and sales   | Finish payroll<br>withholdings/taxes<br>Begin Employee benefit<br>packages; Google video<br>Go through example of<br>calculating value of benefits               | Finish payroll<br>withholdings/taxes<br>Begin Employee benefit<br>packages; Google video<br>Go through example of<br>calculating value of benefits               | Tracking sheet updated;<br>practice #8 set goal<br>4.4 Enhancing tables with<br>styles<br>4.5 Working with Data in a<br>table                                    | Tracking sheet updated for<br>timing #2<br>Bottom row keys:<br>M and V<br>Comma and C  | Finish Ad Assignment  |
| Friday<br><b>5<sup>th</sup> Grade/Staff<br/>Basketball 2-3:00<br/>pm<br/>End of 3<sup>rd</sup> Quarter</b> | Review Part 2 Purchases and<br>returns; uncollectible<br>accounts   | Finish example of benefits;<br>benefits assignment – due<br>Monday   | Finish example of benefits;<br>benefits assignment – due<br>Monday   | 4.6 Using quick tables<br>4.7 Modifying a table<br>4.8 Performing calculations<br>in a table   | Period and X<br>Z key  | Begin Jeopardy Review Game<br>- groups  |