

Deb Shew – Business Education  
 Lesson Plans – Week 31 April 15 – April 19, 2019

	Accounting (1 <sup>st</sup> Hour)	Personal Finance (3 <sup>rd</sup> Hour)	Personal Finance (4 <sup>th</sup> Hour)	Information Processing (5 <sup>th</sup> Hour)	Keyboarding (7 <sup>th</sup> Hour)	Computer Technology (8 <sup>th</sup> Hour)
Monday <b>2<sup>nd</sup> Hour Study Hall</b>	Part 3 Review Cash Control Systems – bank reconciliation Ch 5-2 Read Ch 17 on Uncollectible Accounts	Go through example of calculating value of benefits; Benefits assignment for Tuesday Google video if time	Go through example of calculating value of benefits; Benefits assignment for Tuesday Google video if time	Finish 4.9 Working with Excel in Word; School Fundraiser; copy formulas page 136-7 4.10 Career Exploration – inserting objects - table	Update tracking sheet from timing #3; Practice timing #4 Words in Sports – set goal for Thursday, 4/18/19 Learning the Shift Keys Right hand capitals on middle row	Intro individual projects on technology topic; research topics and pick topics; set presentation order Demo outline with main topic and subtopics; bullet points
Tuesday	Part 4 Review – Accounting for receivables – uncollectible accounts – Chapter 17	Benefits assignment due; turn in Go through 1040 Form for Federal Income Tax and Form 1 for Wisconsin Income Tax – go through forms		Timing #10 Evolution of Mobile Devices Ch 4 Open Book Quiz Ch 4 Performance Assessment Email Ch 4 Files Begin Ch 5 Working with Tabs 5.1 Tab Basics 5.2 Converting Text to Tables	Left hand capitals on middle row	Guess My State game
Wednesday			Benefits assignment due; turn in Go through 1040 Form for Federal Income Tax and Form 1 for Wisconsin Income Tax – go through forms		Right hand caps on top row	Guess My State Game
Thursday <b>2<sup>nd</sup> Hour Study Hall</b> <b>SUB – Personal Day</b>	Part 3 and Part 4 Final Exam on Cash Control and Uncollectible Accounts	Workday for Taxes – taxes will be due on Tuesday	Workday for Taxes – taxes will be due on Tuesday	Tracking sheet updated; practice #11 set goal Healthy Habits 5.3 Custom Tabs 5.4 Converting Table to Text	Timing #4 Graded Words in Sports Left hand caps on top row	Begin research on chosen technology topic; outline must be completed first before building PowerPoint
Friday	No School					