





Deb Shew – Business Education

Lesson Plans – Week 5 October 1 – October 5, 2018

	Accounting (1st Hour)	Information Processing (3rd Hour)	Intro to Business (5th Hour)	Personal Finance (6th Hour)	Keyboarding (7th Hour)	Computer Technology (8th Hour)
Monday	Chapter 3 Journalizing Transactions 3-1 Journalizing and source documents – finish 3-2 Buying and paying on account	Review emailing attachments Send Ch 1 files Ch 1 Open Book Quiz	Begin Unit 2 Business Structures 4 Kinds of Businesses; Business Activities	HR Quiz – Banking; check invoices Continue Interest Calculations and Rule of 72 Quiz on Wednesday	Tracking sheet updated Bottom row lessons Learn C and Comma Continue technique grade	Research on PowerPoint States Activity
Tuesday Mid Quarter	3-3 Journalizing transactions that affect owners equity 3-4 Proving and ruling a journal and proving cash	Timing #4 Graded Leaving a Digital Footprint; Begin Unit 2 Formatting Text; 2.1 Decades of Slang Download Source files 2.2 Enhancing and formatting text	Extra Credit due Business Ownership Service Business Search		Dictation for review Learn X and Period	Finish Research on State Does and Don'ts of creating effective slides Begin entering bullet points
Wednesday 2nd Hour Study Hall				Interest and Rule of 72 Quiz; Deposit slips; keeping track of a checking account Check register and checks	Learn the Z Key	Finish entering text; Inserting pictures
Thursday	3-6 Mastery Problem	Tracking sheet updated; goal for timing #5 2.3 Text Effects – Back to School BBQ	How Stuff Works – business structures	Balancing your checking account	Learn N and B Practice Quiz #2	Working with transitions and animations
Friday 2nd Hour Study Hall	No juniors Finish Mastery – due Monday	2.4 Whats Cooking; Enhancing Proofreading Skills	Franchising	Bank reconciliation problem	Bottom Row Review Quiz #2	Finish PowerPoint; go through grading rubric; email PowerPoint