





Deb Shew – Business Education

Lesson Plans – Week 8 October 22 – October 26, 2018

	Accounting (1 st Hour)	Information Processing (3 rd Hour)	Intro to Business (5 th Hour)	Personal Finance (6 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Monday Parent/Teacher Conferences	4-1 Review and check 4-2 Posting separate amounts to a ledger from a journal	Go through 3.5 A-Z Guide 3.6 Letter to incoming freshman – using find and replace 3.7 Something like that - proofreading	15 minutes to finish franchise research – discuss 2.3 Effective Marketing Marketing concept, target markets	HR Block – Unexpected Events Quiz; pay bills; are you in balance – printing Reconciliation – the other forms – quiz Wed	Tracking sheet updated; practice and goal for #5 Words in Sports Right hand capitals on bottom row	Review requirements – spot check Printing notes and handouts Final revisions Set order for presentations (requirements)
Tuesday	4-3 Posting Column totals to a ledger from journal 4-4 Making correcting entries Begin Mastery problem	Timing #7 Graded All About Pizza 3.8 Kids Who Code – Text Styles, using and creating 3.9 Kids Who Code 2 – Applying hyperlinks 3.10 Reinforcement – putting it all together	Marketing Mix; Marketing Is...Is Not Marketing Functions; What function is it McDonald's Video		Dictation Left hand capitals on bottom row Practice timing	All About Me presentations
Wednesday 2nd Hour Study Hall				Reconciliation quiz Begin Paychecks; how we get paid and our check stubs; W- 4; taxes; paystubs (hourly vs. salary)	Timing #5 Graded Words in Sports Speed Repeat Capital Letters review	All About Me presentations
Thursday	Mastery problem - complete	Tracking sheet updated; goal for timing #8 Internet Research Ch 3 Open Book Quiz Ch 3 Performance Assessment	Finish McDonald's Video I Scream for Ice Cream activity	Payroll withholdings	Tracking and goal for #6 Sentences with questions Rhyming sentences – do both as dictation with lights out	All About Me presentations
Friday 2nd Hour Study Hall	Ch 4 Study Guide and check mastery	Begin Ch 4 Working with Tables 4.1 Midterm Exam Schedule – tables basics, alignments, row/columns heights and widths	Ch 2 Review page 50-52 #1- 23 – due Monday	Begin Tax Returns; W-2's and how to fill out a 1040 EZ	Geography Facts Plural Words in Sentences Proper Nouns in Sentences	All About Me presentations