





Deb Shew – Business Education

Lesson Plans – Week 9 October 29 – November 2, 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	Chapter 4 Test	Finish 3.9 Document formatting 3.10 Reinforcement Putting it all together Part 3 Performance Assessment	2.3 Effective Marketing Marketing concept, target markets	Begin Paychecks; how we get paid and our check stubs; W-4; taxes; paystubs (hourly vs. salary)	Tracking sheet updated; practice and goal for #6 Country Names Numbers 5 and 6	All About Me presentations Finish Emallie Carter Levi Corbin Tyson
Tuesday	Ch 5 Cash Control Systems 5-1 Checking accounts, deposits, endorsements, stubs and checks 5-2 Bank reconciliation	Timing #8 Graded Internet Research Ch 3 Open Book Quiz Unit 4 Working with Tables 4.1 Midterm Exam Schedule - – tables basics, alignments, row/columns heights and widths 4.2 Advance table features	Marketing Mix; Marketing Is...Is Not Marketing Functions; What function is it		Numbers 4 and 7	All About Me presentations Mari Mason Tristen Maissy
Wednesday 2 nd Hour Study Hall				Payroll withholdings	Timing #6 Graded Country Names Numbers 3 and 8	Introduce Microsoft Publisher Begin demo activity “We Are Fall Creek” – text boxes and effects
Thursday	5-3 Dishonored checks, EFT’s, debit card transactions	Tracking sheet updated; goal for timing #9 Text Messaging Safety – drop low timing score – tracking sheet 4.3 Formulas, autosum	I Scream for Ice Cream activity	Begin Tax Returns; W-2’s and how to fill out a 1040 EZ	Tracking and goal for #7 Swimming Safety Tips Numbers 2 and 9	Working with pictures, backgrounds
Friday END of Quarter 1	5-4 Petty Cash – establishing and replenishing	4.4 Table styles and sorting data	Ch 2 Review page 50-52 #1-23 – due Monday	Taxes workday	Numbers 1 and 0 Review all numbers learned	Autoshapes, Word Art, layering