**Lesson Plans for Mr. Mlinar**

**Week of August 19 - 23, 2013**

**Week 2**

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| **Personal Finance – 1st and 5th** | |  | **Computer Apps – 2nd** |
| **Monday** | **Objective:** Financial Decisions and Goals |  | **Objective:** Introduction to Microsoft Word |
| **Bell Ringer:** Read Page 5 “In the Real World” |  | **Bell Ringer:** Read Page 2 and discuss |
| **Activities/Assignments**   * 20 minute reading * Notes over section 1.1 | **Activities/Assignments**   * Complete Exercises 1-1 1-6 * Assignment – 10 goals (Due beginning of period on Tuesday)+- |
| **Tuesday** | **Objective:** Opportunity Costs and Strategies |  | **Objective:** MS Word |
| **Bell Ringer:** Answer 1-5 on page 12. |  | **Bell Ringer:** Where is the status bar? |
| **Activities/Assignments**   * Notes over section 1.1 and 1.2 * The FED Today DVD * ASSIGNMENT – Workbook – Pages 1 and 2 (DUE Wednesday) | **Activities/Assignments**   * 20 minute reading * Complete Exercises 1-7 to 1-12 |
| **Wednesday** | **Objective:** Apply Concepts |  | **Objective:** MS Word |
| **Bell Ringer:** Go on the internet and tell me what type of interest rates are being offered |  | **Bell Ringer:** Where is the Quick Access Toolbar? |
| **Activities/Assignments**   * Practice FV, PV, and interest calculations as a class * ASSIGNMENT – Interest calculations worksheet (Due Thursday) | **Activities/Assignments**   * ASSIGNMENT – You Try it Activities 4 and 5 (Due Thursday) |
| **Thursday** | **Objective:** Planning your career |  | **Objective:** MS Word |
| **Bell Ringer:**  Using the internet, tell me one fact about the federal reserve. |  | **Bell Ringer:**  Using Microsoft Word, create a document saved as “ch1journal-emlinar”. Complete a ½ page document that describes why it is important to proofread and edit a document before you consider it to be final. |
| **Activities/Assignments**   * Go over calculations worksheet. * Notes over section 2.1 * ASSIGNMENT – Chapter 2 Vocab (DUE FRIDAY) | **Activities/Assignments**   * Test out the printers for each laptop * Complete exercises 1-13 to 1-17 * ASSIGNMENT- Chapter 1 Vocabulary (DUE FRIDAY) |
| **Friday** | **Objective:** Employment and Career Development |  | **Objective:** MS Word |
| **Bell Ringer:** What are some trade-offs you might have to make when deciding on a job? |  | **Bell Ringer:**  Read page 22 and discuss. |
| **Activities/Assignments**   * Notes over section 2.2 starting with PPT slide 9. * ASSIGNMENT – Chapter 2 Worksheets (DUE MONDAY) | **Activities/Assignments**   * Finish Lesson 1 Vocab * Assignment – Lesson 2 Vocab (Due Monday) |

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| **Accounting I – 4th** | |  | **Keyboarding – 6th** |
| **Monday** | **Objective:** The Accounting Equation |  | **Objective:** Keyboarding Basics – Home row, Posture |
| **Bell Ringer:** Read and answer both questions on page 5 |  | **Bell Ringer:** |
| **Activities/Assignments**   * Read and discuss lesson 1-1 * Complete work together problem 1-1 * Assignment – Application problem 1-1 (Due end of period) | **Activities/Assignments**   * Bookmark Edutyping * Logon to Edutyping * Home row and posture |
| **Tuesday** | **Objective:** How business activities change the accounting equation. |  | **Objective:** Keyboarding Basics – Home row, Posture |
| **Bell Ringer:** What is the accounting equation? |  | **Bell Ringer:** |
| **Activities/Assignments**   * Read and discuss lesson 1-2 * Complete work together problem 1-2 * Assignment – Application problem 1-2 (Due end of period) | **Activities/Assignments**   * Home row and posture * Pre-test to check skill level. |
| **Wednesday** | **Objective:** How transactions change owners equity in an accounting equation. |  | **Objective:** Keyboarding Basics – Home row, Posture |
| **Bell Ringer:** What is the definition of an account? |  | **Bell Ringer:** |
| **Activities/Assignments**   * Read and discuss lesson 1-3 * Complete work together problem 1-3 * Assignment – Application Problem 1-3 (Due end of period) | **Activities/Assignments**   * Bookmark Edutyping * Logon to Edutyping * Home row and posture |
| **Thursday** | **Objective:** Lesson 1 Review |  | **Objective:** Keyboarding Basics – Home row, Posture |
| **Bell Ringer:** Start Reading (20 minutes) |  | **Bell Ringer:** |
| **Activities/Assignments**   * 20 minute reading * Complete 1-4 Mastery Problem | **Activities/Assignments**   * Complete Lesson 1.1 and 1.2 at 99% accuracy |
| **Friday** | **Objective:** Lesson 1 Review |  | **Objective:** Keyboarding Basics – Home row, Posture |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Go over 1-4 Mastery Problem * Complete 1-5 Challenge Problem | **Activities/Assignments**   * Bookmark Edutyping * Logon to Edutyping * Home row and posture |