**Lesson Plans for Mr. Mlinar**

**Week of August 26 - 30, 2013**

**Week 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Finance – 1st and 5th** | |  | **Computer Apps – 2nd** |
| **Monday** | **Objective:** Employment, Resumes, Cover Letters |  | **Objective:** Margins, Tab Stops, |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * 5th period -reading * Notes on section 2.2 starting with slide 34 “applying for a job”. * In class work – Exploring careers assignment | **Activities/Assignments**   * Discuss memos on page 33 and 34 * Exercises 2-1 to 2-6 |
| **Tuesday** | **Objective:** Employment, Resumes, Cover Letters |  | **Objective:** Line Spacing, Numbered lists, remove tabs. |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * In class work – Exploring careers assignment * Make sure you download assignment from Google Docs. Must use Microsoft Word. | **Activities/Assignments**   * Excel Graph for science class (team teach) * Exercises 2-6 Step 5 to 2-8 |
| **Wednesday** | **Objective:** Employment, Resumes, Cover Letters |  | **Objective:** Borders, shading, quick styles |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * In class work – Exploring careers assignment * Make sure you download assignment from Google Docs. Must use Microsoft Word. | **Activities/Assignments**   * Exercises 2-9 to 2-14 |
| **Thursday** | **Objective:** Employment, Resumes, Cover Letters |  | **Objective:** Lesson 2 Review |
| **Bell Ringer:** |  | **Bell Ringer:**  What are two different routes you can take to change tab settings? |
| **Activities/Assignments**   * In class work – Exploring careers assignment * Make sure you download assignment from Google Docs. Must use Microsoft Word. | **Activities/Assignments**   * Exercises 2-14 to 2-19 |
| **Friday** | **Objective:** Employment, Resumes, Cover Letters |  | **Objective:** Lesson 2 Review |
| **Bell Ringer:** |  | **Bell Ringer:**  What are the four types of indents? |
| **Activities/Assignments**   * In class work – Exploring careers assignment (DUE TODAY) * Make sure you download assignment from Google Docs. Must use Microsoft Word. | **Activities/Assignments**   * Create a memo assignment (DUE END OF PERIOD) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Accounting I – 4th** | |  | **Keyboarding – 6th** |
| **Monday** | **Objective:** |  | **Objective:** The Middle Row |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * ASSIGNMENT - Chapter 1 Study Guide (DUE TUESDAY) | **Activities/Assignments**   * Start Unit 1 |
| **Tuesday** | **Objective:** Review |  | **Objective:** Alphabetic and Common Symbols |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Chapter 1 Review | **Activities/Assignments**   * Read 20 minutes * Finish 2.1, 2.2 |
| **Wednesday** | **Objective:** |  | **Objective:** Pre Test 4th |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Chapter 1 Test * CPA Video (if time) | **Activities/Assignments**   * Pre Test * Start Unit 1 * Review posture and home row |
| **Thursday** | **Objective:** T Accounts |  | **Objective:** Alphabetic and Common Symbols |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Discuss Ch. 1 Test and discuss lesson 2-1 * Work Together 2-1 * ON your own 2-1 * Application 2-1 * ASSIGNMENT – Chapter 2 Vocab (DUE FRIDAY) | **Activities/Assignments**   * Complete 3.1 and 3.2 |
| **Friday** | **Objective:** How transactions affect accounts |  | **Objective:** The Middle Row |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Discuss Lesson 2-2 * Work Together 2-2 * ON your own 2-2 * Application 2-2 | **Activities/Assignments**   * Start Unit 1 |