**Lesson Plans for Mr. Mlinar**

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

**Week 3**

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| **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)
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| **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
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