**Lesson Plans for Mr. Mlinar**

**Week of March 31 – April 4, 2014**

**Week 32**

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| **Personal Finance – 1st** |  | **Computer Apps – 2nd**  |
| **Monday** | **Objective:**  |  | **Objective:** Microsoft Access |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** 20 minute read
* ASSIGNMENT – Age of Majority Worksheet (DUE Tuesday)
 | **Activities/Assignments*** Continue working on the bookstore example
* Create the other tables and talk about primary key and relationships
 |
| **Tuesday** | **Objective:**  |  | **Objective:** Microsoft Access |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Finish Age of Majority Worksheet
* EverFi Financial Literacy
 | **Activities/Assignments*** 20 minute read
* ASSIGNMENT – Microsoft Access Assignment (Due on Thursday)
 |
| **Wednesday** | **Objective:**  |  | **Objective:** Microsoft Access |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** EverFi Financial Literacy
 | **Activities/Assignments*** Continue Access Assignment
 |
| **Thursday** | **Objective:**  |  | **Objective:** Microsoft Access |
| **Bell Ringer:**   |  | **Bell Ringer:**   |
| **Activities/Assignments*** EverFi Financial Literacy
 | **Activities/Assignments*** Give students vocab quiz study sheet
* Students work in pairs to study.
 |
| **Friday** | **Objective:**  |  | **Objective:** Assessment |
| **Bell Ringer:**  |  | **Bell Ringer:**   |
| **Activities/Assignments*** No Class – Junior NeSA Testing
 | **Activities/Assignments*** Access Vocab Quiz and Access Scavenger hunt
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| **Accounting I – 4th**  |  | **Intro to Business – 5th**  |
| **Monday** | **Objective:** Paying Withholding and Payroll Taxes |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Discuss 13-4
* Work Together 13-4
* On your own 13-4
* Application 13-4
* Work on Chapter 13 Study Guide
 | **Activities/Assignments*** Section 12.1 Notes
* ASSIGNMENT – Chapter 12 Vocab (Due Tuesday)
 |
| **Tuesday** | **Objective:**  |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** NC
 | **Activities/Assignments*** Section 12.2 Notes
* ASSIGNMENT – Page 206 2-13 (Due Wednesday)
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| **Wednesday** | **Objective:**  |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Chapter 13 Study Guide
* Mastery 13-5
 | **Activities/Assignments*** Federal Reserve Video
* ASSIGNMENT – Write a 1/2-page paper on how the federal reserve can influence the economy. (Due Thursday)
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| **Thursday** | **Objective:** Review |  | **Objective:** Review  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** 20 minute read
* Grade Chapter 13 Study Guide
* Mastery 13-5
* Review for test
 | **Activities/Assignments*** 10-12 Test Review
 |
| **Friday** | **Objective:** Assessment |  | **Objective:** Assessment |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Chapter 13 Test
 | **Activities/Assignments*** 10-12 Test
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| **Keyboarding – 6th** |
| **Objective:**  |
| **Bell Ringer:**  |
| **Activities/Assignments** |
| **Objective:**  |
| **Bell Ringer:**  |
| **Activities/Assignments*** Go over basics of Microsoft Word
 |
| **Objective:**  |
| **Bell Ringer:**  |
| **Activities/Assignments** |
| **Objective:**  |
| **Bell Ringer:**   |
| **Activities/Assignments*** Go over basics of Microsoft Word
 |
| **Objective:**  |
| **Bell Ringer:**   |
| **Activities/Assignments** |

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| Open and save a document. |
| Open new and previously saved files. |
| Open files from and save files to a network folder, the hard drive, or other storage media. |
| Use save as and save command. |
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| Input and format text within a document at the keyboard. |
| Key text from monitor/screen or copy (e.g. textbook, printed materials). |
| Insert and delete text. |
| Drag and drop, cut, copy, and paste text. |
| Change font type, size, style, and color. |
| Set text alignment. |
| Change page setup options (e.g., margins, alignment, orientation). |
| Set line spacing. |
| Practice hard return, word wrap, and page break. |
| Utilize undo and redo. |
| Compose original documents at the keyboard using correct sentence and paragraph structure. |
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| Proofread and edit a document. |
| Use the spelling and grammar check. |
| Use proofreader's marks to edit a document. |
| Use the select feature to make editing changes. |
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| Use word processing applications to create different types of documents. |
| Key a short report (e.g., single page, multi-paragraph, multi-page). |
| Key a personal business letter. |
| Key a business letter. |
| Insert table and text into table (e.g., class schedule). |