**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) |
| **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) |
| **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). |