**Lesson Plans for Mr. Mlinar**

**Week of April 14 – 18, 2014**

**Week 34**

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| **Personal Finance – 1st** | |  | **Computer Apps – 2nd** |
| **Monday** | **Objective:** |  | **Objective:** HTML |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * 20 minute read * <http://www.hsfpp.org/> * Module 2 – Borrowing * Pages 1-20 * Acitivities 2.1, 2.2, 2.3, 2.5, 2.6, 2.7 | **Activities/Assignments**   * Work on elginpublic.htm in notepad with whole class * Tell them to save. Students will be graded on how well website turns out. |
| **Tuesday** | **Objective:** |  | **Objective:** HTML |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Module 2-Borrowing * Pages 21-39 * Activities 2.8, 2.9, 2.10 | **Activities/Assignments**   * 20 minute read * Students create own website |
| **Wednesday** | **Objective:** |  | **Objective:** HTML |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * ASSIGNMENT – Module 2 Assessment; Challenge 2-A | **Activities/Assignments**   * Students start creating own HTML website |
| **Thursday** | **Objective:** |  | **Objective:** HTML |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Module 3 Earning Power | **Activities/Assignments**   * HS Track * Students continue on HTML website |
| **Friday** | **Objective:** |  | **Objective:** |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * NO SCHOOL | **Activities/Assignments**   * NO SCHOOL |

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| **Accounting I – 4th** | |  | **Intro to Business – 5th** |
| **Monday** | **Objective:** Distributing corporate earnings |  | **Objective:** Advertising |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Discuss 14-1 * Work Together 14-1 * On Your Own 14-1 * Application 14-1 | **Activities/Assignments**   * Section 14.2 Notes * ASSIGNMENT – Page 244 2-13 (Due Tuesday) |
| **Tuesday** | **Objective:** 8 column worksheet for merchandising business |  | **Objective:** Advertising |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Discuss 14-2 * Work Together 14-2 * On Your Own 14-2 * Application 14-2 | **Activities/Assignments**   * Super Bowl Worksheet (Due Wednesday) |
| **Wednesday** | **Objective:** Planning and recording merchandise inventory adjustment |  | **Objective:** Review |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * Discuss 14-3 * Work Together 14-3 * On Your Own 14-3 * Application 14-3 | **Activities/Assignments**   * Review for Chapter 13-14 Test |
| **Thursday** | **Objective:** |  | **Objective:** Assessment |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * HS Track * 20 minute read * Complete Accounting problems from 14-3 | **Activities/Assignments**   * Chapter 13-14 Test |
| **Friday** | **Objective:** |  | **Objective:** |
| **Bell Ringer:** |  | **Bell Ringer:** |
| **Activities/Assignments**   * NO SCHOOL | **Activities/Assignments**   * NO SCHOOL |

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| **Keyboarding – 6th** |
| **Objective:** |
| **Bell Ringer:** |
| **Activities/Assignments** |
| **Objective:** Caps Lock |
| **Bell Ringer:** |
| **Activities/Assignments**   * Lesson 19.2 * ASSIGNMENT – Business Letter (Due Thursday) |
| **Objective:** |
| **Bell Ringer:** |
| **Activities/Assignments** |
| **Objective:** Apostrophe and dash key |
| **Bell Ringer:** |
| **Activities/Assignments**   * 20.1 and 20.2 |
| **Objective:** |
| **Bell Ringer:** |
| **Activities/Assignments**   * NO SCHOOL |

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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). |