**Lesson Plans for Mr. Mlinar**

**Week of April 21 - 25**

**Week 35**

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| **Personal Finance – 1st** |  | **Computer Apps – 2nd**  |
| **Monday** | **Objective:**  |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** NO SCHOOL – Easter Break
 | **Activities/Assignments*** NO SCHOOL – Easter Break
 |
| **Tuesday** | **Objective:** Borrowing |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Omaha Nation – APL
* Module 2 Borrowing – Page 23-33
* (See below)
 | **Activities/Assignments*** Omaha Nation – APL
* (See below)
 |
| **Wednesday** | **Objective:** Borrowing |  | **Objective:** HTML |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Module 2 Borrowing – Page 31-39
* \*\*Students hand in Module 2 activities\*\*
* ASSIGNMENT – Module 2 Assessment (Due Thursday)
 | **Activities/Assignments*** HS Track
* Work on HTML website
 |
| **Thursday** | **Objective:** Earning Power |  | **Objective:** HTML |
| **Bell Ringer:**   |  | **Bell Ringer:**   |
| **Activities/Assignments*** NESA Testing
 | **Activities/Assignments*** Work on HTML website
 |
| **Friday** | **Objective:** Earning Power |  | **Objective:** HTML |
| **Bell Ringer:**  |  | **Bell Ringer:**   |
| **Activities/Assignments*** Module 3 – Earning Power – Pages 3-8
* Activities 3.1, 3.2, 3.3
* <http://www.careertest.net/>
* Take 68 question test to help find a career that might suit personality
 | **Activities/Assignments*** Work on HTML website
* Web site DUE today
* Email website to teacher
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| **Accounting I – 4th**  |  | **Intro to Business – 5th**  |
| **Monday** | **Objective:**  |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** NO SCHOOL – Easter Break
 | **Activities/Assignments*** NO SCHOOL – Easter Break
 |
| **Tuesday** | **Objective:** Planning and Recording a Merchandise Inventory Adjustment |  | **Objective:** Human Resources Management |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** SUB
* Discuss 14-3
* Work Together 14-3
* On Your Own 14-3
* Application 14-3
 | **Activities/Assignments*** SUB
* Students read sections 15.1 and 15.2
* ASSIGNMENT – Chapter 15 Vocab; Page 260 1-3; Page 265 1-3 (Due Wednesday)
 |
| **Wednesday** | **Objective:** Planning and Recording a Merchandise Inventory Adjustment |  | **Objective:** Human Resources Management |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Discuss 14-3
* Work Together 14-3
* On Your Own 14-3
* Application 14-3
 | **Activities/Assignments*** Notes over sections 15.1 and 15.2
* ASSIGNMENT – Page 266 2-13 (Due Thursday)
 |
| **Thursday** | **Objective:** Planning/Recording an Allowance for Uncollectable Accounts Adjustment |  | **Objective:** Human Resources |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** Discuss 14-4
* Work Together 14-4
* On Your Own 14-4
* Application 14-4
 | **Activities/Assignments*** Talk about employee benefits and deductions
* Compensation
* ASSIGNMENT - Benefits worksheet (Due Friday)
 |
| **Friday** | **Objective:**  |  | **Objective:**  |
| **Bell Ringer:**  |  | **Bell Ringer:**  |
| **Activities/Assignments*** NO Class - District Music
 | **Activities/Assignments*** Section 16.1 Notes
* ASSIGNMENT – Chapter 16 Vocab; Page 276 1-3; Page 281 1-3 (Due Monday)
* Austin Dohmen – From Mr. Newcomb’s room
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| **Keyboarding – 6th** |
| **Objective:**  |
| **Bell Ringer:**  |
| **Activities/Assignments*** NO SCHOOL – Easter Break
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| **Objective:**  |
| **Bell Ringer:**  |
| **Activities/Assignments*** NO Class – Junior High Track
* Kaden, Tyler, Mateo – Go to Mr. Newcomb’s room
 |
| **Objective:**  |
| **Bell Ringer:**  |
| **Activities/Assignments** |
| **Objective:**  |
| **Bell Ringer:**   |
| **Activities/Assignments*** Go over parts of the business letter
* QUIZ over business letter
* ASSIGNMENT – Create your own business letter from beginning.
 |
| **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. |
|  |
| 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. |
|  |
| 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). |

Personal Finance – Page 23 - 33

Module 2 – Borrowing – Pages 23-33

* Bell Ringer
	+ Calculate the following situations using the simple interest formula.
	+ File is on the DESKTOP
	+ Go over answers in class
* Instructional Objectives
	+ Write the following on the board
	+ You will be able to:
		- Identify the five Cs of credit.
		- Explain the purpose of a cosigner.
		- Describe the reason for credit reports and scores.
		- Understand the six elements needed to make a contract binding.
* Check for Understanding
	+ After discussing each objective, ask students questions to ensure they learned the material.
	+ Wait 3-5 seconds before students are to answer so that they can think.
	+ Perform activity 2.8
* Closure
	+ Review what was learned in class
	+ Give homework assignment.
		- Walk around room to make sure they are working

Computer Apps

HTML

* Bell Ringer
	+ On a blank piece of paper, write the basic skeleton for an HTML website.
* Instructional objectives
	+ You will be able to:
		- Sharpen your HTML web development skills
* Check for Understanding
	+ Walk around the classroom
* Closing
	+ Answer any questions