

	Keyboarding 8 <sup>th</sup> Grade	Accounting II Seniors	General Business Sophomores & Juniors	Computers I Freshmen
Monday 01/20/2020	<p><b>Objective:</b> Students will improve their reach technique for h, e, I, and r.</p> <p><b>Standard:</b> IT Input Technologies VI and Applications VII.</p> <p><b>Process:</b> Dictate home row, h, e, I, and r. Key practices independently.</p> <p><b>Evaluation:</b> 2A, p. 5 1X, 2B, p. 5, 1X2C, p. 6, 1X; 2D, p. 6, 1X; and 2E, p. 6 1X</p>	<p><b>Objective:</b> Student will identify concepts and practices related to reporting for a corporation.</p> <p><b>Standard:</b> Acct. V Acct. Process</p> <p><b>Process:</b> Review adjusting entries and completion of a corporate worksheet. Section 13-1</p> <p><b>Evaluation:</b> Application Problems 13-1 and 13-2</p>	<p><b>Objective:</b> Students will review their role histories and evaluate the information to determine applicable scans information</p> <p><b>Process:</b> Class discussion to complete scans worksheet information.</p> <p><b>Evaluation:</b> Completed scans worksheet.</p>	<p><b>Objective:</b> Learn to start a new document, utilize a master page, wrap text and insert graphics.</p> <p><b>Standard:</b> IT Input Technologies IV and Applications VII</p> <p><b>Process:</b> Review Lesson 02 key points and work through Lesson 02 in class.</p> <p><b>Evaluation:</b> Productivity and Lesson 02 Worksheet needs to be completed by end of class Tuesday.</p>
Tuesday 01/21/2020	<p><b>Objective:</b> Students will improve their reach technique for o, t, n, g</p> <p><b>Standard:</b> IT Input Technologies VI and Applications VII.</p> <p><b>Process:</b> Dictate home row, h, e, I, and r and new keys. Key practices independently.</p> <p><b>Evaluation:</b> 3B, p. 7, 1-6, 1X; 3C, p. 7, 1-10, 1X; 3D, p. 8, 1-6, 1X; 3E, p. 8, 1-10, 1X.</p>	<p><b>Objective:</b> Student will identify concepts and practices related to reporting for a corporation.</p> <p><b>Standard:</b> Acct. V Acct. Process</p> <p><b>Process:</b> Review adjusting entries and completion of a corporate worksheet. Section 13-1</p> <p><b>Evaluation:</b> Application Problems 13-1 and 13-2</p>	<p><b>Objective:</b> Students will review their role histories and evaluate the information to determine applicable scans information</p> <p><b>Process:</b> Class discussion to complete scans worksheet information.</p> <p><b>Evaluation:</b> Completed scans worksheet.</p>	<p><b>Objective:</b> Learn to start a new document, utilize a master page, wrap text and insert graphics.</p> <p><b>Standard:</b> IT Input Technologies IV and Applications VII</p> <p><b>Process:</b> Review Lesson 02 key points and work through Lesson 02 in class.</p> <p><b>Evaluation:</b> Productivity and Lesson 02 Worksheet needs to be completed by end of class Tuesday.</p>
Wednesday 01/22/2020	<p><b>Objective:</b> Students will improve their reach technique for Left Shift, period, u and c.</p> <p><b>Standard:</b> IT Input Technologies VI and Applications VII.</p> <p><b>Process:</b> Review technique, Dictate old and new keys. Key practices independently.</p> <p><b>Evaluation:</b> 4B, p. 9, Lines 1-6, 1X; 4C, p. 9, Lines 1-10, 1X; 4D, p. 10, Lines 1-6, 1X; 4E, p. 10, Lines 1-10, 1X, 4F, p. 10, Lines 1-6, 1X.</p>	<p><b>Objective:</b> Student will prepare and analyze financial statements for a corporation.</p> <p><b>Standard:</b> Acct. V Acct. Process</p> <p><b>Process:</b> Continue working on Mastery Problem in class.</p> <p><b>Evaluation:</b> Application problem 13-3 due by the end of class Thursday.</p>	<p><b>Objective:</b> Students will be able to identify life/work information to create a well- written resume.</p> <p><b>Standard:</b> PF Personal Decision Making</p> <p><b>Process:</b> Prepare a resume worksheet, identifying education, work and volunteer experience and references.</p> <p><b>Evaluation:</b> .Completed resume form.</p>	<p><b>Objective:</b> Apply concepts learned in Lesson 02 by creating a new document.</p> <p><b>Standard:</b> IT Input Technologies IV and Applications VII</p> <p><b>Process:</b> Discuss layout concepts. Students design and create a greeting card utilizing InDesign.</p> <p><b>Evaluation:</b> Finished greeting card due by the start of class Monday.</p>
Thursday 01/23/2020	<p><b>Objective:</b> Students will improve their reach technique for w, Right Shift, b and y</p> <p><b>Standard:</b> IT Input Technologies VI and Applications VII.</p> <p><b>Process:</b> Review technique, Dictate old and new keys. Key practices independently.</p> <p><b>Evaluation:</b> 5B, p. 11, Lines 1-6, 1X; 5C, p. 11, Lines 1-10, 1X; 5D, p. 12, Lines 1-6, 1X; 5E, p. 12, Lines 1-10, 1X.</p>	<p><b>Objective:</b> Student will prepare and analyze financial statements for a corporation.</p> <p><b>Standard:</b> Acct. V Acct. Process</p> <p><b>Process:</b> Continue working on Mastery Problem in class.</p> <p><b>Evaluation:</b> Application problem 13-3 due by the end of class Thursday.</p>	<p><b>Objective:</b> Students will choose a classified ad that meets their skills and complete a job application.</p> <p><b>Standard:</b> PF Personal Decision Making</p> <p><b>Process:</b> Discuss the available jobs and walk through the completion of an application in class.</p> <p><b>Evaluation:</b> .Completed application form.</p>	<p><b>Objective:</b> Apply concepts learned in Lesson 02 by creating a new document.</p> <p><b>Standard:</b> IT Input Technologies IV and Applications VII</p> <p><b>Process:</b> Discuss layout concepts. Students design and create a greeting card utilizing InDesign.</p> <p><b>Evaluation:</b> Finished greeting card due by the start of class Monday.</p>
Friday 01/24/2020	<p><b>Objective:</b> Students will apply proper keyboarding techniques to complete weekly assignments.</p> <p><b>Standard:</b> IT Impact on Society I, Input Technologies VI, and Applications VII.</p> <p><b>Process:</b> Make-up day.</p> <p><b>Evaluation:</b> All weekly assignments due by the end of class today.</p>	<p><b>Objective:</b> Student will accurately prepare EOY journal entries for a corporation.</p> <p><b>Standard:</b> Acct. V Acct. Process</p> <p><b>Process:</b> Review adjusting, closing, and reversing entry procedures.</p> <p><b>Evaluation:</b> Application problem 13-4.</p>	<p><b>Objective:</b> Students will make spending decisions and then prepare a balanced budget.</p> <p><b>Standard:</b> PF Managing Finances and Budgets</p> <p><b>Process:</b> Review lifestyle choices and expenditures and walk through a sample budget.</p> <p><b>Evaluation:</b> Balanced budget.</p>	<p><b>Objective:</b> Learn text wrap features, and integration of geometric shapes.</p> <p><b>Standard:</b> IT Input Technologies IV and Applications VII</p> <p><b>Process:</b> Discuss processes individually at students' pace. Work through Lesson 03.</p> <p><b>Evaluation:</b> Productivity, observation, completion of Lesson 03 and Lesson 03 worksheet.</p>

Accounting I Juniors	Personal Finance Seniors	Prep Period	Computers II Juniors	
<p><b>Objective:</b> Students’ mastery of recording and posting transactions utilizing subsidiary ledgers and special journals will be informally assessed.</p> <p><b>Standard:</b> Acct IV. Acct. Principles</p> <p><b>Process:</b> Complete Mastery Problem 10-M</p> <p><b>Evaluation:</b> Mastery Problem 10-M</p>	<p><b>Objective:</b> Students will evaluate the benefits of checking account features.</p> <p><b>Standard:</b> PF IV Saving and Investing Levels I, II, and III</p> <p><b>Process:</b> NextGen Google Classroom 1.3 and class discussion.</p> <p><b>Evaluation:</b> Worksheet and Exit Ticket</p>	<p>Prep</p>	<p><b>Objective:</b> Students will create a short documentary on a school-appropriate topic of their choices.</p> <p><b>Standard:</b> IT VII Apps Level I and VIII Digital Media Levels 1 &amp; 2</p> <p><b>Process:</b> Research, create storyboard, outline, and script, film and compile.</p> <p><b>Evaluation:</b> Documentary due February 3 and will be evaluated per rubrics.</p>	<p>Monday 01/20/2020</p>
<p><b>Objective:</b> Students’ mastery of recording and posting transactions utilizing subsidiary ledgers and special journals will be formally assessed.</p> <p><b>Standard:</b> Acct IV. Acct. Principles</p> <p><b>Process:</b> Comprehensive and Lab Test</p> <p><b>Evaluation:</b> Chapter 10 Test</p>	<p><b>Objective:</b> Students will evaluate the benefits of checking account features.</p> <p><b>Standard:</b> PF IV Saving and Investing Levels I, II, and III</p> <p><b>Process:</b> NextGen Google Classroom 1.3 and class discussion.</p> <p><b>Evaluation:</b> Worksheet and Exit Ticket</p>	<p>Prep</p>	<p><b>Objective:</b> Students will create a short documentary on a school-appropriate topic of their choices.</p> <p><b>Standard:</b> IT VII Apps Level I and VIII Digital Media Levels 1 &amp; 2</p> <p><b>Process:</b> Research, create storyboard, outline, and script, film and compile.</p> <p><b>Evaluation:</b> Documentary due February 3 and will be evaluated per rubrics.</p>	<p>Tuesday 01/21/2020</p>
<p><b>Objective:</b> Students will accurately account for purchase returns and allowances utilizing a general journal.</p> <p><b>Standard:</b> Acct IV. Acct. Principles</p> <p><b>Process:</b> Discuss Section 11-1 and complete WT Activity 11-1 in class.</p> <p><b>Evaluation:</b> Chapter 11-1</p>	<p><b>Objective:</b> Students will evaluate the benefits of online banking and mobile apps as well as digital wallet payments.</p> <p><b>Standard:</b> PF IV Saving and Investing Levels I, II, and III</p> <p><b>Process:</b> NextGen Google Classroom 1.4 and class discussion.</p> <p><b>Evaluation:</b> No formal evaluation</p>	<p>Prep</p>	<p><b>Objective:</b> Students will create a short documentary on a school-appropriate topic of their choices.</p> <p><b>Standard:</b> IT VII Apps Level I and VIII Digital Media Levels 1 &amp; 2</p> <p><b>Process:</b> Research, create storyboard, outline, and script, film and compile.</p> <p><b>Evaluation:</b> Documentary due February 3 and will be evaluated per rubrics.</p>	<p>Wednesday 01/22/2020</p>
<p><b>Objective:</b> Students will accurately account for sales returns and allowances utilizing a general journal.</p> <p><b>Standard:</b> Acct IV. Acct. Principles</p> <p><b>Process:</b> Discuss Section 11-2 and complete WT Activity 11-2 in class.</p> <p><b>Evaluation:</b> Chapter 11-2</p>	<p><b>Objective:</b> Students will understand the process of opening a checking account, features to consider and costs.</p> <p><b>Standard:</b> PF IV Saving and Investing Levels I, II, and III</p> <p><b>Process:</b> NextGen Google Classroom 1.5 and class discussion.</p> <p><b>Evaluation:</b> Checking accounting simulation activity.</p>	<p>Prep</p>	<p><b>Objective:</b> Students will create a short documentary on a school-appropriate topic of their choices.</p> <p><b>Standard:</b> IT VII Apps Level I and VIII Digital Media Levels 1 &amp; 2</p> <p><b>Process:</b> Research, create storyboard, outline, and script, film and compile.</p> <p><b>Evaluation:</b> Documentary due February 3 and will be evaluated per rubrics.</p>	<p>Thursday 01/23/2020</p>
<p><b>Objective:</b> Students will explain the relationship between retained earnings and dividends.</p> <p><b>Standard:</b> Acct IV. Acct. Principles</p> <p><b>Process:</b> Discuss Section 11-3 and complete WT Activity 11-3 in class.</p> <p><b>Evaluation:</b> Chapter 11-3</p>	<p><b>Objective:</b> Students will evaluate how current world events affect personal finance decisions.</p> <p><b>Standard:</b> PF IV Saving and Investing Levels I, II, and III</p> <p><b>Process:</b> Find a current event topic, summarize it, and pose questions for the class to consider using Google Classroom thread.</p> <p><b>Evaluation:</b> No formal evaluation.</p>	<p>No Class on Friday</p>	<p><b>Objective:</b> Students will create a short documentary on a school-appropriate topic of their choices.</p> <p><b>Standard:</b> IT VII Apps Level I and VIII Digital Media Levels 1 &amp; 2</p> <p><b>Process:</b> Research, create storyboard, outline, and script, film and compile.</p> <p><b>Evaluation:</b> Documentary due February 3 and will be evaluated per rubrics.</p>	<p>Friday 01/24/2020</p>