

	MONDAY-2/03	TUESDAY-2/04	WEDNESDAY-2/05	THURSDAY-2/06	FRIDAY-2/07
Microcomputer Apps Pd 1	<p>Assignment due: Lesson 5 Creating a resume with a template.</p> <p>Today's Lesson: Use a template to create a document. Change margins. Personalize a document template, Ident a paragraph.</p> <p>Questions: What is a resume? Why should you use a template for a resume?</p>	<p>Assignment due: Lesson 5 Creating a resume with a template.</p> <p>Today's Lesson: Customize theme fonts, create and modify a style, Insert a building block.</p> <p>Questions: What is a building block? How to you create a them font?</p>	<p>Assignment due: Lesson 5 Creating a resume with a template.</p> <p>Today's Lesson: Save a word document as a PDF file. Run the compatibility checker.</p> <p>Questions: What is a compatibility checker? How do you change a Word document into a PDF file?</p>	<p>Assignment due: Lesson 5 Creating a resume with a template.</p> <p>Today's Lesson: Send a Word document using an email. Send a Word document as a webpage.</p> <p>Questions: How do you send a Word document in an email? How do you send a Word document as a webpage?</p>	<p>Assignment due: Lesson 5 Creating a resume with a template.</p> <p>Today's Lesson: Format text as a hyperlink. Change a style set.</p> <p>Questions: How do I make a letterhead? How is a letter setup?</p>
Biz Wiz Pd 2	<p>Assignment due: Do Activity Sheets for Episode 102 What is money?</p> <p>Today's Lesson: Do Activity Sheets for Episode 102.</p> <p>Questions: What is entrepreneurship? What is work readiness skills?</p>	<p>Assignment due: Watch Biz Kids Episode 103 How do you get money?</p> <p>Today's Lesson: Discuss way to earn money.</p> <p>Questions: What is currency? What is bartering?</p>	<p>Assignment due: Do Activity Sheets for Episode 103 How do you get money?</p> <p>Today's Lesson: Do Activity Sheets for Episode 103 How do you get money?</p> <p>Questions: How can you earn money? Where can you look for jobs?</p>	<p>Assignment due: Watch Biz Kids Episode 104 What can you do with this money?</p> <p>Today's Lesson: Discuss where to put your money to save it?</p> <p>Questions: What is investing? What is savings?</p>	<p>Assignment due: Shark Tank Worksheet</p> <p>Today's Lesson: Analyze Shark Tank and answer questions on the worksheet.</p> <p>Questions: How can you earn money? Where can you look for jobs?</p>
Prep Period PD 3	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>
Computer Dimension 8 Pd 4	<p>Assignment due: Extend 1-1 Painting Lessons.</p> <p>Today's Lesson: Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.</p>	<p>Assignment due: Lab 1-1 Commodity Trading Flyer</p> <p>Today's Lesson: Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services. Add borders. Insert pictures.</p>	<p>Assignment due: In the Lab 1-2 Spring Break Flyer</p> <p>Today's Lesson: Insert and delete words as instructed. Change theme colors and font colors. Insert picture and resize it. Save and print when finished.</p>	<p>Assignment due: In the Lab 1-3 Design your own Flyer.</p> <p>Today's Lesson: Insert and delete words as instructed. Change theme colors and font colors. Insert picture and resize it. Save and print when finished.</p>	<p>Assignment due: In the Lab 1-3 Design your own Flyer.</p> <p>Today's Lesson: Insert and delete words as instructed. Change theme colors and font colors. Insert picture and resize it. Save and print when finished.</p>
Computer	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>

Personal Money Mngt PD 6	<p>Assignment due: ZOGO Spend Modules 1-5</p> <p>Today's Lesson: Learn about Marketing, Sales ads, and info sources.</p> <p>Question: How can you learn good spending habits? What are different ways to spend smartly?</p>	<p>Assignment due: ZOGO Spend Modules 6-10.</p> <p>Today's Lesson: Learn about sales tax when purchasing items. Learn how to use coupons and why they're good to use.</p> <p>Question: What is the sales tax percentage we pay in PA? What items are taxed at the grocery store?</p>	<p>Assignment due: ZOGO Spend Modules 11=15</p> <p>Today's Lesson: Learn about loyalty programs.</p> <p>Question: What are loyalty programs? How would they benefit you?</p>	<p>Assignment due: ZOGO Spend Modules 16-21.</p> <p>Today's Lesson: Learn how to negotiate a car price.</p> <p>Question: How can you negotiate car pricing? Can you always negotiate to get the car at a lower price?</p>	<p>Assignment due: ZOGO Spend Modules 22-27.</p> <p>Today's Lesson: Learn about owning a house and mortgages.</p> <p>Question: What is a mortgage? How can owning a house benefit you instead of renting?</p>
Personal Money Mngt, Pd 7	<p>Assignment due: ZOGO Spend Modules 1-5</p> <p>Today's Lesson: Learn about Marketing, Sales ads, and info sources.</p> <p>Question: How can you learn good spending habits? What are different ways to spend smartly?</p>	<p>Assignment due: ZOGO Spend Modules 6-10.</p> <p>Today's Lesson: Learn about sales tax when purchasing items. Learn how to use coupons and why they're good to use.</p> <p>Question: What is the sales tax percentage we pay in PA? What items are taxed at the grocery store?</p>	<p>Assignment due: ZOGO Spend Modules 11=15</p> <p>Today's Lesson: Learn about loyalty programs.</p> <p>Question: What are loyalty programs? How would they benefit you?</p>	<p>Assignment due: ZOGO Spend Modules 16-21.</p> <p>Today's Lesson: Learn how to negotiate a car price.</p> <p>Question: How can you negotiate car pricing? Can you always negotiate to get the car at a lower price?</p>	<p>Assignment due: ZOGO Spend Modules 22-27.</p> <p>Today's Lesson: Learn about owning a house and mortgages.</p> <p>Question: What is a mortgage? How can owning a house benefit you instead of renting?</p>
Business Management Pd 8	<p>Assignment due: Workbook Pages 1-4</p> <p>Today's Lesson: Do Workbook Pages 1-4.</p> <p>Questions: What are conceptual skills? What is human relations skills?</p>	<p>Assignment due: Chapter 1 Self Assessment</p> <p>Today's Lesson: Do problem 7-5. Post the transactions recorded on Page 1.</p> <p>Questions: How do you post the general journal entries? Do all transactions need posted?</p>	<p>Assignment due: Chapter 1 Self Assessment</p> <p>Today's Lesson: Do problem 7-5. Post the transactions recorded on Page 1.</p> <p>Questions: How do you post the general journal entries? Do all transactions need posted?</p>	<p>Assignment due: Chapter 1 Test.</p> <p>Today's Lesson: Test on Chapter 1.</p> <p>Questions: Why is child care an issue for business managers? What is an advantage women are seeing as a result of corporate downsizing?</p>	<p>Assignment due: Chapter 1 Test.</p> <p>Today's Lesson: Test on Chapter 1.</p> <p>Questions: Why is child care an issue for business managers? What is an advantage women are seeing as a result of corporate downsizing?</p>