

	MONDAY-3/16	TUESDAY-3/17	WEDNESDAY-3/18	THURSDAY-3/19	FRIDAY-3/20
MicroComputer Apps Pd 1	No School Act 80 Day	Assignment due: Lesson 6 Job Hunting/Yazzie Prospective employers. Today's Lesson: Explain the merge process. Use the mail merger task pane and the Mailings tab on the ribbon. Create and edit a data source. Questions: How do you create a mail merge? How do you create a data base?	Assignment due: Lesson 6 Job Hunting/Yazzie Prospective employers. Today's Lesson: Use a letter template as the main document for a mail merge. Insert and merge fields in a main document. Questions: How do you use a template as the main document? How to you merge the fields into a main document?	Assignment due: Lesson 6 Job Hunting/Yazzie Prospective employers. Today's Lesson: Use an IF field in a main document. Merge form letters. Select records to merge. Sort data records. Questions: What is an If field? How do you sort data records?	Assignment due: Lesson 6 Job Hunting/Yazzie Prospective employers. Today's Lesson: Address and print mailing labels and envelopes. Change page orientation Questions: How do you print mailing labels? How do you change the page orientation?
Prep Period Pd 2	Assignment due: Today's Lesson:	Assignment due: Today's Lesson:	Assignment due: Today's Lesson:	Assignment due: Today's Lesson:	Assignment due: Today's Lesson:
Biz Wiz PD 3	NO CLASS GYM DAY	Assignment due: Lesson 1 PowerPoint: Tall Oaks. Today's Lesson: Select and change a document theme. Create a title slide and a text slide with a multilevel bulleted list. Add new slides and change slide layouts. Insert pictures into slides with and without content placeholders.	Assignment due: Lesson 1 PowerPoint: Tall Oaks. Today's Lesson: Move and resize pictures. Change font size and color Bold and italicize text. Duplicate a slide. Arrange slides Select a slide transition. View slide show.	Assignment due: Lab 1-1 Bake. Today's Lesson: Insert pictures into slides with and without content placeholders Move and resize pictures. Change font size and color. Duplicate slides.	Assignment due: Lab 1-2 History Museum. Today's Lesson: Select and change a document theme and variant. Create a title slide and text slide with a multilevel bulleted list. Add new slides and change slide layouts.
Accounting Pd 4	No School Act 80 Day	Assignment due: Read Chapter 9-1. Do Problem 9-1 Today's Lesson: Know what is an income statement. Know what accounts are on an income statement. Questions: What is an income statement? What accounts are on the income statement?	Assignment due: Read Chapter 9-2. Do Problem 9-2. Today's Lesson: Know what a statement of Changes in Owner's Equity. Know what accounts are on the statement of changes in owners' equity. Questions: What is a statement of changes n owner equity?	Assignment due: Read Chapter 9-3. Do Problem 9-3 Today's Lesson: Do Problem 9-3. Know what is the balance sheet? Know what accounts are on the balance sheet. Questions: What is the balance sheet? What accounts are on the balance sheet?	Assignment due: Problem 9-4. Today's Lesson: Create an income statement for Wilderness Rentals. Questions: What is the total revenue? What is the total expenses? Did the income statement have a net income or net loss?

			What accounts is on the statement of changes in owners' equity?		
Computers 9 PD	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p> <p>LUNCH A DUTY</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p> <p>LUNCH A DUTY</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p> <p>LUNCH A DUTY</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p> <p>LUNCH A DUTY</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p> <p>LUNCH A DUTY</p>
Personal Money Mngt PD 6	<p>No School Act 80 Day</p>	<p>Assignment due: ZOGO Protect - Modules 1-8.</p> <p>Today's Lesson: Learn about personal risks and how households are financially associated with the risks.</p> <p>Question: What are ways to protect your household from personal risks?</p>	<p>Assignment due: ZOGO Protect - Modules 9-16.</p> <p>Today's Lesson: Learn how to manage risk techniques like avoidance and retention.</p> <p>Question: What are ways to manage risk techniques? How do you implement these techniques?</p>	<p>Assignment due: GAP Credit Union Representative in to present.</p> <p>Today's Lesson: GAP Credit Union Representative in to present.</p> <p>Questions: What is a credit score? How do you maintain a good score?</p>	<p>Assignment due: ZOGO Protect - Modules 17-24.</p> <p>Today's Lesson: Know what an insurance premium is and how they are calculated.</p> <p>Question: What is an insurance premium? How do they calculate the premium?</p>
Business Management, Pd 7	<p>No School Act 80 Day</p>	<p>Assignment due: Section 5.1 Assessment</p> <p>Today's Lesson: Know different laws that affect business operations.</p> <p>Questions: What is Corporate law? What is Tax law?</p>	<p>Assignment due: Section 5.2 Assessment</p> <p>Today's Lesson: Know the importance of Employment Laws.</p> <p>Questions: What are the major employment laws? What is the importance of Fair Labor standards Act?</p>	<p>Assignment due: Chapter 5 Self Assessment.</p> <p>Today's Lesson: Do Chapter 5 Self Assessment.</p> <p>Questions: What is trademark? What is a patent?</p>	<p>Assignment due: Chapter 5 Test</p> <p>Today's Lesson: Test on Chapter 5.</p> <p>Questions: What is a strike? What is Uniform Commercial Code?</p>
Personal Money Mngt Pd 8	<p>No School Act 80 Day</p>	<p>Assignment due: ZOGO Protect - Modules 1-8.</p> <p>Today's Lesson: Learn about personal risks and how households are financially associated with the risks.</p> <p>Question: What are ways to protect your household from personal risks?</p>	<p>Assignment due: ZOGO Protect - Modules 9-16.</p> <p>Today's Lesson: Learn how to manage risk techniques like avoidance and retention.</p> <p>Question: What are ways to manage risk techniques? How do you implement these techniques?</p>	<p>Assignment due: GAP Credit Union Representative in to present.</p> <p>Today's Lesson: GAP Credit Union Representative in to present.</p> <p>Questions: What is a credit score? How do you maintain a good score?</p>	<p>Assignment due: ZOGO Protect - Modules 17-24.</p> <p>Today's Lesson: Know what an insurance premium is and how they are calculated.</p> <p>Question: What is an insurance premium? How do they calculate the premium?</p>