	MONDAY-2/09	TUESDAY-2/10	WEDNESDAY-2/11	THURSDAY-2/12	FRIDAY-2/13
MicroComputer Apps Pd 1	**Assignment due:** Lesson 5 Creating a resume with a template. **Today's Lesson:** Use a template to create a document. Change margins. Personalize a document template, Ident a paragraph. **Questions:** What is a resume? Why should you use a template for a resume?	**Assignment due:** Lesson 5 Creating a resume with a template. **Today's Lesson:** Customize theme fonts, create and modify a style, Insert a building block. **Questions:** What is a building block? How to you create a them font?	**Assignment due:** Lesson 5 Creating a resume with a template. **Today's Lesson:** Save a word document as a PDF file. Run the compatibility checker. **Questions:** What is a compatibility checker? How do you change a Word document into a PDF file?	**Assignment due:** Apply 5-1 Protect Your Hearing. **Today's Lesson:** Save the document In different formats. **Questions:** How do you save as a PDF file? How do you save as XPS document?	**Assignment due:** Extend 5-1 NFC Chips and Tags. **Today's Lesson:** Save the document in Webpage format. Make the changes instructed in the book to the webpage. **Questions:** What is hyperlink? How do you hyperlink a web address?
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	**Assignment due:** Do Activity Sheets for Episode 104 What can you do with this money? **Today's Lesson:** Do Activity Sheets for Episode 104 What can you do with this money? **Questions:** How can you earn money? Where can you look for jobs?	**Assignment due:** Lesson 1: Surf's up Flyer **Today's Lesson:** Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.	**Assignment due:** Lesson 1: Surf's up Flyer **Today's Lesson:** Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.	**Assignment due:** Apply 1-1 – Graduation Flyer **Today's Lesson:** Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.	**Assignment due:** Apply 1-1 – Graduation Flyer **Today's Lesson:** Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.
Accounting Pd 4	**Assignment due:** Read Chapter 7 Section 2. 7-2 Problem. **Today's Lesson:** Prepare a trail balance. **Questions:** What is a trial balance? What does it consist of?	**Assignment due:** Read Chapter 7 Section 3. 7-3 and 7-4 Problem. **Today's Lesson:** Locate and correct trial balance errors. **Questions:** How do you find an error in the trail balance? How do you correct the errors?	**Assignment due:** Do Problem 5. **Today's Lesson:** Do Problem 7-5. Locate and correct trial balance errors. **Questions:** How do you find an error in the trial balance? How do you correct the errors?	**Assignment due:** Problem 7-6. **Today's Lesson:** Do Problem 7-6 Locate and correct trial balance errors. **Questions:** How do you find an error in the trial balance? How do you correct the errors?	**Assignment due:** Problem 7-6. **Today's Lesson:** Do Problem 7-6 Locate and correct trial balance errors. **Questions:** How do you find an error in the trial balance? How do you correct the errors?
Computer	**Assignment due:** **Today's Lesson:** **Questions:**	**Assignment due:** **Today's Lesson:** **Questions:**	**Assignment due:** **Today's Lesson:** **Questions:**	**Assignment due:** **Today's Lesson:** **Questions:**	**Assignment due:** **Today's Lesson:** **Questions:**

	LUNCH A DUTY	LUNCH A DUTY	LUNCH A DUTY	LUNCH A DUTY	LUNCH A DUTY
Personal Money Mngt PD 6	**Assignment due:** ZOGO Spend Modules 1-8 **Today's Lesson:** Learn about Marketing, Sales ads, and info sources. **Question:** How can you learn good spending habits? What are different ways to spend smartly?	**Assignment due:** ZOGO Spend Modules 8-16. **Today's Lesson:** Learn about sales tax when purchasing items. Learn how to use coupons and why they're good to use. **Question:** What is the sales tax percentage we pay in PA? What items are taxed at the grocery store?	**Assignment due:** ZOGO Spend Modules 17-27. **Today's Lesson:** Learn about loyalty programs. **Question:** What are loyalty programs? How would they benefit you?	**Assignment due:** GAP Credit Union Representative in to present. **Today's Lesson:** GAP Credit Union Representative in to present. **Questions:** What is a credit score? How do you maintain a good score?	**Assignment due:** Finish Spend Modules 1-27 ZOGO Spend Modules 17-27. **Today's Lesson:** Learn about loyalty programs. **Question:** What are loyalty programs? How would they benefit you?
Business Management, Pd 7	**Assignment due:** Section 2.1 Assessment **Today's Lesson:** Do Section 2.1 Assessment **Questions:** How did the industrial Revolution create a new need for management? What are the principles of scientific management?	**Assignment due:** Section 2.2 Assessment. **Today's Lesson:** Do Section 2.2 Assessment. **Questions:** What is scientific management? What is hierarchy of needs?	**Assignment due:** Workbook Pages 17-20. **Today's Lesson:** Do Workbook Pages 17-20. **Questions:** What is scientific management? What is hierarchy of needs?	**Assignment due:** Self Assessment 2 **Today's Lesson:** Do Self Assessment 2 **Questions:** What Act are monopolies illegal under? Who was Theory Z developed by?	**Assignment due:** Test on Chapter 2. **Today's Lesson:** Chapter 2 Test. **Questions:** What is a monopoly? What is the Japanese style of management?
Personal Money Mngt Pd 8	**Assignment due:** ZOGO Spend Modules 1-8 **Today's Lesson:** Learn about Marketing, Sales ads, and info sources. **Question:** How can you learn good spending habits? What are different ways to spend smartly?	**Assignment due:** ZOGO Spend Modules 8-16. **Today's Lesson:** Learn about sales tax when purchasing items. Learn how to use coupons and why they're good to use. **Question:** What is the sales tax percentage we pay in PA? What items are taxed at the grocery store?	**Assignment due:** ZOGO Spend Modules 17-27. **Today's Lesson:** Learn about loyalty programs. **Question:** What are loyalty programs? How would they benefit you?	**Assignment due:** GAP Credit Union Representative in to present. **Today's Lesson:** GAP Credit Union Representative in to present. **Questions:** What is a credit score? How do you maintain a good score?	**Assignment due:** Finish Spend Modules 1-27 ZOGO Spend Modules 17-27. **Today's Lesson:** Learn about loyalty programs. **Question:** What are loyalty programs? How would they benefit you?