

	MONDAY-2/16	TUESDAY-2/17	WEDNESDAY-2/18	THURSDAY-2/19	FRIDAY-2/20
MicroComputer Apps Pd 1	NO SCHOOL PRESIDENTS DAY	<b>Assignment due:</b> Lesson 5 Creating a resume with a template. <b>Today's Lesson:</b> Customize theme fonts, create and modify a style, Insert a building block. <b>Questions:</b> What is a building block? How do you create a them font?	<b>Assignment due:</b> Lesson 5 Creating a resume with a template. <b>Today's Lesson:</b> Save a word document as a PDF file. Run the compatibility checker. <b>Questions:</b> What is a compatibility checker? How do you change a Word document into a PDF file?	<b>Assignment due:</b> Apply 5-1 Protect Your Hearing. <b>Today's Lesson:</b> Save the document In different formats. <b>Questions:</b> How do you save as a PDF file? How do you save as XPS document?	<b>Assignment due:</b> Extend 5-1 NFC Chips and Tags. <b>Today's Lesson:</b> Save the document in Webpage format. Make the changes instructed in the book to the webpage. <b>Questions:</b> What is hyperlink? How do you hyperlink a web address?
Prep Period Pd 2	<b>Assignment due:</b>  <b>Today's Lesson:</b>	<b>Assignment due:</b>  <b>Today's Lesson:</b>	<b>Assignment due:</b>  <b>Today's Lesson:</b>	<b>Assignment due:</b>  <b>Today's Lesson:</b>	<b>Assignment due:</b>  <b>Today's Lesson:</b>
Biz Wiz PD 3	NO SCHOOL PRESIDENTS DAY	<b>Assignment due:</b> Lesson 1: Surf's up Flyer <b>Today's Lesson:</b> Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.	<b>Assignment due:</b> Lesson 1: Surf's up Flyer <b>Today's Lesson:</b> Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.	<b>Assignment due:</b> Apply 1-1 – Graduation Flyer <b>Today's Lesson:</b> Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.	<b>Assignment due:</b> Apply 1-1 – Graduation Flyer <b>Today's Lesson:</b> Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.
Accounting Pd 4	NO SCHOOL PRESIDENTS DAY	<b>Assignment due:</b> Problem 7-9. <b>Today's Lesson:</b> 7-9 Problem. Record general journal entries, post to the general ledge and prepare a trial Balance <b>Questions:</b> What are the steps to the posting process? How do you post general journal entries?	<b>Assignment due:</b> Chapter 7 Test <b>Today's Lesson:</b> Test on Chapter 7. Record general journal entries, post to the general ledge and prepare a trial Balance <b>Questions:</b> What are the steps to the posting process? How do you post general journal entries?	<b>Assignment due:</b> Chapter 7 Test <b>Today's Lesson:</b> Test on Chapter 7. Record general journal entries, post to the general ledge and prepare a trial Balance <b>Questions:</b> What are the steps to the posting process? How do you post general journal entries?	<b>Assignment due:</b> Chapter 7 Test <b>Today's Lesson:</b> Test on Chapter 7. Record general journal entries, post to the general ledge and prepare a trial Balance <b>Questions:</b> What are the steps to the posting process? How do you post general journal entries?
Computers 9 PD	<b>Assignment due:</b>  <b>Today's Lesson:</b>  <b>Questions:</b>  LUNCH A DUTY	<b>Assignment due:</b>  <b>Today's Lesson:</b>  <b>Questions:</b>  LUNCH A DUTY	<b>Assignment due:</b>  <b>Today's Lesson:</b>  <b>Questions:</b>  LUNCH A DUTY	<b>Assignment due:</b>  <b>Today's Lesson:</b>  <b>Questions:</b>  LUNCH A DUTY	<b>Assignment due:</b>  <b>Today's Lesson:</b>  <b>Questions:</b>  LUNCH A DUTY

Personal Money Mngt PD 6	<p align="center"><b>NO SCHOOL PRESIDENTS DAY</b></p>	<p><b>Assignment due:</b> ZOGO Spend Modules 1-8</p> <p><b>Today's Lesson:</b> Learn about Marketing, Sales ads, and info sources.</p> <p><b>Question:</b> How can you learn good spending habits? What are different ways to spend smartly?</p>	<p><b>Assignment due:</b> ZOGO Spend Modules 8-16.</p> <p><b>Today's Lesson:</b> Learn about sales tax when purchasing items. Learn how to use coupons and why they're good to use.</p> <p><b>Question:</b> What is the sales tax percentage we pay in PA? What items are taxed at the grocery store?</p>	<p><b>Assignment due:</b> GAP Credit Union Representative in to present.</p> <p><b>Today's Lesson:</b> GAP Credit Union Representative in to present.</p> <p><b>Questions:</b> What is a credit score? How do you maintain a good score?</p>	<p><b>Assignment due:</b> ZOGO Spend Modules 17-27.</p> <p><b>Today's Lesson:</b> Learn about loyalty programs.</p> <p><b>Question:</b> What are loyalty programs? How would they benefit you?</p>
Business Management, Pd	<p align="center"><b>NO SCHOOL PRESIDENTS DAY</b></p>	<p><b>Assignment due:</b> Workbook Pages 17-20.</p> <p><b>Today's Lesson:</b> Do Workbook Pages 17-20.</p> <p><b>Questions:</b> What is scientific management? What is hierarchy of needs?</p>	<p><b>Assignment due:</b> Self Assessment 2</p> <p><b>Today's Lesson:</b> Do Self Assessment 2</p> <p><b>Questions:</b> What Act are monopolies illegal under? Who was Theory Z developed by?</p>	<p><b>Assignment due:</b> Test on Chapter 2.</p> <p><b>Today's Lesson:</b> Chapter 2 Test.</p> <p><b>Questions:</b> What is a monopoly? What is the Japanese style of management?</p>	<p><b>Assignment due:</b> Test on Chapter 2.</p> <p><b>Today's Lesson:</b> Chapter 2 Test.</p> <p><b>Questions:</b> What is a monopoly? What is the Japanese style of management?</p>
Personal Money Mngt Pd 8	<p align="center"><b>NO SCHOOL PRESIDENTS DAY</b></p>	<p><b>Assignment due:</b> ZOGO Spend Modules 1-8</p> <p><b>Today's Lesson:</b> Learn about Marketing, Sales ads, and info sources.</p> <p><b>Question:</b> How can you learn good spending habits? What are different ways to spend smartly?</p>	<p><b>Assignment due:</b> ZOGO Spend Modules 8-16.</p> <p><b>Today's Lesson:</b> Learn about sales tax when purchasing items. Learn how to use coupons and why they're good to use.</p> <p><b>Question:</b> What is the sales tax percentage we pay in PA? What items are taxed at the grocery store?</p>	<p><b>Assignment due:</b> GAP Credit Union Representative in to present.</p> <p><b>Today's Lesson:</b> GAP Credit Union Representative in to present.</p> <p><b>Questions:</b> What is a credit score? How do you maintain a good score?</p>	<p><b>Assignment due:</b> ZOGO Spend Modules 17-27.</p> <p><b>Today's Lesson:</b> Learn about loyalty programs.</p> <p><b>Question:</b> What are loyalty programs? How would they benefit you?</p>