

	MONDAY-4/20	TUESDAY-4/21	WEDNESDAY-4/22	THURSDAY-4/23	FRIDAY-4/24
MicroComputer Apps Pd 1	<b>Assignment due:</b> Module 1 Excel. <b>Today's Lesson:</b> Students will describe the excel worksheet. Enter text and numbers Use the sum button to sum a range of cells. <b>Questions:</b> What is Excel spreadsheet? How do you enter text and numbers into the spreadsheet?	<b>Assignment due:</b> Module 1 Excel. <b>Today's Lesson:</b> Students will describe the excel worksheet. Enter text and numbers Use the sum button to sum a range of cells. <b>Questions:</b> What is Excel spreadsheet? How do you enter text and numbers into the spreadsheet?	<b>Assignment due:</b> Module 1 Excel. <b>Today's Lesson:</b> Students will enter a simple function. Cop the contents of a cell to a range of cells using the fine handle. Apply cell styles. <b>Questions:</b> What is Excel spreadsheet? How do you enter text and numbers into the spreadsheet?	<b>Assignment due:</b> Module 1 Excel. <b>Today's Lesson:</b> Students will Format cells in a worksheet. Create a 3-D pie chart. Change a worksheet name and sheet table color <b>Questions:</b> What is Excel spreadsheet? How do you enter text and numbers into the spreadsheet?	<b>Assignment due:</b> Module 1 Excel. <b>Today's Lesson:</b> Change document properties. Preview and print. Use the AutoCalculate area to display statistics. Corrects errors on worksheet. <b>Questions:</b> What is Excel spreadsheet? How do you enter text and numbers into the spreadsheet?
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	<b>Assignment due:</b> Create own Flyer. <b>Today's Lesson:</b> Using concepts the students learned in this lesson will create a flyer on their own topic. <b>Questions:</b> What is a header? What is the body copy?	<b>Assignment due:</b> Create own Flyer. <b>Today's Lesson:</b> Using concepts the students learned in this lesson will create a flyer on their own topic. <b>Questions:</b> What is a header? What is the body copy?  <b>PSSA TESTING</b>	<b>NO CLASS GYM DAY</b>         <b>PSSA TESTING</b>	<b>Assignment due:</b> Create own Flyer. <b>Today's Lesson:</b> Using concepts the students learned in this lesson will create a flyer on their own topic. <b>Questions:</b> What is a header? What is the body copy?  <b>PSSA TESTING</b>	<b>Assignment due:</b> Create own Flyer. <b>Today's Lesson:</b> Using concepts the students learned in this lesson will create a flyer on their own topic. <b>Questions:</b> What is a header? What is the body copy?
Accounting Pd 4	<b>Assignment due:</b> Problem 10-9. <b>Today's Lesson:</b> Prepare a six-column worksheet. Prepare the financial statements. Record closing entries to the general journal. Post the closing entries. Prepare a post-closing trial balance.	<b>Assignment due:</b> Chapter 10 Review <b>Today's Lesson:</b> Do Chapter 10 Review. <b>Questions:</b> How do you do closing entries? Do permanent accounts need a closing entry?	<b>Assignment due:</b> Chapter 10 Test <b>Today's Lesson:</b> Test on Chapter 10. <b>Questions:</b> What is an income statement? What is a statement of changes in owners equity?	<b>Assignment due:</b> Chapter 10 Test <b>Today's Lesson:</b> Test on Chapter 10. <b>Questions:</b> What is an income statement? What is a statement of changes in owners equity?	<b>Assignment due:</b> Chapter 10 Test <b>Today's Lesson:</b> Test on Chapter 10. <b>Questions:</b> What is an income statement? What is a statement of changes in owners equity?
Computers 9 PD 5	<b>Assignment due:</b> Apply 3-1 Fall Semester Schedule. <b>Today's Lesson:</b> Make changes to the table as instructed. <b>Questions:</b> How do you add a row?	<b>Assignment due:</b> Extend 3-1 Donation Letter. <b>Today's Lesson:</b> Make changes to the letter as instructed. <b>Questions:</b> What is a header? What is a signature line?	<b>Assignment due:</b> Lab 3-1 Juan Padilla Letter <b>Today's Lesson:</b> Create the letter and letterhead on Page 179-180. <b>Questions:</b> What is a citation?	<b>Assignment due:</b> Lab 3-2 Rosewood Letterhead. <b>Today's Lesson:</b> Create the letter and letterhead on Page 181. Insert the table and contents.	<b>Assignment due:</b> Lab 3-2 Rosewood Letterhead. <b>Today's Lesson:</b> Create the letter and letterhead on Page 181. Insert the table and contents.

	How do you add a column?		How do you modify a paragraph indentation?	<b>Questions:</b> What is a header? What is a signature line?	<b>Questions:</b> What is a header? What is a signature line?
<b>Personal Money Mngt Pd 6</b>	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?	<b>Assignment due:</b> GAP Credit Union Representative in to present. <b>Today's Lesson:</b> GAP Credit Union Representative in to present. <b>Questions:</b> What is a credit score? How do you maintain a good score?	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?
<b>Business Management, Pd 7</b>	<b>Assignment due:</b> Section 8.1 Assessment <b>Today's Lesson:</b> Do Section 8.1 Assessment. <b>Questions:</b> How does corporate culture influence decision making? What are the five types of management decision styles?	<b>Assignment due:</b> Section 8.2 Assessment <b>Today's Lesson:</b> Do Section 8.2 Assessment. <b>Questions:</b> What are five basic steps to creative decision making? What are four basic barriers to effective decision making?	<b>Assignment due:</b> Chapter 8 Self Assessment. <b>Today's Lesson:</b> Know what is the balance of trade. <b>Questions:</b> What is a foreign intermediary? What is a balance of trade?	<b>Assignment due:</b> Test on Chapter 8. <b>Today's Lesson:</b> Chapter 8 Test. <b>Questions:</b> What is the six steps to rational decision making? What are the principles of team decision making?	<b>Assignment due:</b> Test on Chapter 8. <b>Today's Lesson:</b> Chapter 8 Test. <b>Questions:</b> What is the six steps to rational decision making? What are the principles of team decision making?
<b>Personal Money Mngt Pd 8</b>	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?	<b>Assignment due:</b> GAP Credit Union Representative in to present. <b>Today's Lesson:</b> GAP Credit Union Representative in to present. <b>Questions:</b> What is a credit score? How do you maintain a good score?	<b>Assignment due:</b> ZOGO Live on a Budget - Modules 1-16. <b>Today's Lesson:</b> Learn how to shop wisely. Know what a want and need is. <b>Question:</b> What is a budget? What can you do to stay on a budget?