

|                         | MONDAY-1/19   | TUESDAY-1/20   | WEDNESDAY-1/21  | THURSDAY-1/22  | FRIDAY-1/23   |
|-------------------------|---|--|---|--|---|
| MicroComputer Apps Pd 1 | NO SCHOOL<br>MARTIN LUTHER KING<br>DAY                          | <b>Assignment due:</b><br>Last day of semester for PMM.<br><b>Today's Lesson:</b><br><br><b>Question:</b>          | <b>Assignment due:</b><br>Introduce Microcomputer Apps.<br><b>Today's Lesson:</b><br>Begin Microcomputer Apps.<br>Show PowerPoint Presentation for Microcomputer Applications to the students.<br>Give them a copy of the presentation.             | <b>Assignment due:</b><br>Do Lab 1 Assignment.<br><b>Today's Lesson:</b><br>Discuss the desktop and its functions.<br>Explain the Word Document Window.<br>Understand a Dialog box and all of its functions.<br><b>Questions:</b><br>What is the desktop?<br>What is a dialog box? | <b>Assignment due:</b><br>Do Lab 2 Assignment<br><b>Today's Lesson:</b><br>Learn How to create folders, subfolders and move images and files into the folders.<br><b>Questions:</b><br>What is a folder?<br>What is a subfolder?                        |
| Prep Period Pd 2        | <b>Assignment due:</b><br><br><b>Today's Lesson:</b>            | <b>Assignment due:</b><br><br><b>Today's Lesson:</b>   | <b>Assignment due:</b><br><br><b>Today's Lesson:</b>  | <b>Assignment due:</b><br><br><b>Today's Lesson:</b>   | <b>Assignment due:</b><br><br><b>Today's Lesson:</b>  |
| Biz Wiz PD 3            | <b>Assignment due:</b><br><br><b>Today's Lesson:</b><br><br>ISS | <b>Assignment due:</b><br><br><b>Today's Lesson:</b><br><br>ISS  | <b>Assignment due:</b><br>Introduction to Computer Dimensions 8<br><b>Today's Lesson:</b><br>Know what is expected of them for the Quarter 3.<br><b>Questions:</b> What is a flyer?<br>What is a flyer border?                                      | <b>Assignment due:</b><br>Lesson 1: Surf's up Flyer<br><b>Today's Lesson:</b><br>Enter text in a Word document.<br>Check spelling as you type.<br>Format paragraphs.<br>Format text<br>Undo or redo commands or services.  | <b>Assignment due:</b><br>Apply 1-1 – Graduation Flyer<br><b>Today's Lesson:</b><br>Enter text in a Word document.<br>Check spelling as you type.<br>Format paragraphs.<br>Format text<br>Undo or redo commands or services.                            |
| Accounting Pd 4         | NO SCHOOL<br>MARTIN LUTHER KING<br>DAY                          | <b>Assignment due:</b><br>Last day of semester for Accounting 1.<br><b>Today's Lesson:</b><br><br><b>Question:</b> | <b>Assignment due:</b><br>Read Chapter 7 Section 1.<br>7-1 Problem.<br><b>Today's Lesson:</b><br>Know the steps in the posting process.<br><b>Questions:</b> What are the steps to the posting process?<br>How do you post general journal entries? | <b>Assignment due:</b><br>Read Chapter 7 Section 2.<br>7-2 Problem.<br><b>Today's Lesson:</b><br>Prepare a trail balance.<br><b>Questions:</b> What is a trial balance?<br>What does it consist of?  | <b>Assignment due:</b><br>Read Chapter 7 Section 3.<br>7-3 and 7-4 Problem.<br><b>Today's Lesson:</b><br>Locate and correct trial balance errors.<br><b>Questions:</b> How do you find an error in the trail balance?<br>How do you correct the errors? |
| Computers 9 PD 5        | NO SCHOOL<br>MARTIN LUTHER KING<br>DAY                          | <b>Assignment due:</b><br>Last day of 9 weeks for Computers 9.<br><b>Today's Lesson:</b><br><br><b>Question:</b>   | <b>Assignment due:</b><br><br><b>Today's Lesson:</b><br><br><b>Questions:</b><br><br>LUNCH A DUTY   | <b>Assignment due:</b><br><br><b>Today's Lesson:</b><br><br><b>Questions:</b><br><br>LUNCH A DUTY  | <b>Assignment due:</b><br><br><b>Today's Lesson:</b><br><br><b>Questions:</b><br><br>LUNCH A DUTY   |

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| <b>Personal Money Mngt Pd 6</b> | <p align="center"><b>NO SCHOOL<br/>MARTIN LUTHER KING<br/>DAY</b></p> | <p><b>Assignment due:</b><br/>Last day of semester for Marketing.</p> <p><b>Today's Lesson:</b></p> <p><b>Question:</b></p>         | <p><b>Assignment due:</b><br/>Lesson 1 Money Matters</p> <p><b>Today's Lesson:</b><br/>Explore personal financial choices.<br/>earn to make informed financial decisions.<br/>Consider what it means to be financially responsible.</p>   | <p><b>Assignment due:</b><br/>Lesson 1 Money Matters: Know the Lingo.</p> <p><b>Today's Lesson:</b><br/>Do student activity worksheet, Money Matters: Know the Lingo</p> <p><b>Questions:</b> What is financial responsibility?<br/>What is Cost comparison?</p>  | <p><b>Assignment due:</b><br/>Lesson 1 Money Matters: What you Would do.</p> <p><b>Today's Lesson:</b><br/>Determine how each scenario would relate to your life.</p> <p><b>Questions:</b> What is Short-term goals?<br/>What is long-term goals?</p> |
| <b>BusinessManagement, Pd 7</b> | <p align="center"><b>NO SCHOOL<br/>MARTIN LUTHER KING<br/>DAY</b></p> | <p><b>Assignment due:</b><br/>Last day of semester for Intro to Business.</p> <p><b>Today's Lesson:</b></p> <p><b>Question:</b></p> | <p><b>Assignment due:</b><br/><b>Business Management</b><br/>Section 1.1 Assessment</p> <p><b>Today's Lesson:</b><br/>Know what entrepreneurs do.<br/>Know the difference between entrepreneurs and managers.</p> <p><b>Questions:</b> What is an entrepreneur?<br/>What is the difference between an entrepreneur and manager?</p> | <p><b>Assignment due:</b><br/><b>Business Management</b><br/>Section 1.2 Assessment</p> <p><b>Today's Lesson:</b><br/>Know what entrepreneurs do.<br/>Know the difference between entrepreneurs and managers.</p> <p><b>Questions:</b> What is an entrepreneur?<br/>What is the difference between an entrepreneur and manager?</p> | <p><b>Assignment due:</b><br/>Workbook Pages 1-4</p> <p><b>Today's Lesson:</b><br/>Do Workbook Pages 1-4.</p> <p><b>Questions:</b> What are conceptual skills?<br/>What is human relations skills?</p>  |
| <b>Personal Money Mngt Pd 8</b> | <p align="center"><b>NO SCHOOL<br/>MARTIN LUTHER KING<br/>DAY</b></p> | <p><b>Assignment due:</b><br/>Last day of semester for PMM.</p> <p><b>Today's Lesson:</b></p> <p><b>Question:</b></p>               | <p><b>Assignment due:</b><br/>Lesson 1 Money Matters</p> <p><b>Today's Lesson:</b><br/>Explore personal financial choices.<br/>earn to make informed financial decisions.<br/>Consider what it means to be financially responsible.</p>   | <p><b>Assignment due:</b><br/>Lesson 1 Money Matters: Know the Lingo.</p> <p><b>Today's Lesson:</b><br/>Do student activity worksheet, Money Matters: Know the Lingo</p> <p><b>Questions:</b> What is financial responsibility?<br/>What is Cost comparison?</p>  | <p><b>Assignment due:</b><br/>Lesson 1 Money Matters: What you Would do.</p> <p><b>Today's Lesson:</b><br/>Determine how each scenario would relate to your life.</p> <p><b>Questions:</b> What is Short-term goals?<br/>What is long-term goals?</p> |