	MONDAY-10/05	TUESDAY-10/06	WEDNESDAY-10/07	THURSDAY-10/08	FRIDAY-10/09
Biz Wiz/Comp 7 Pd 1	**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.	**Assignment due:** **Today's Lesson:** **Questions:** **NO CLASS**
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:**
Computers 6 PD 3	**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:**
Accounting Pd 4	**Assignment due:** Problem 3-7. **Today's Lesson:** Do Problem 3-7. Determine the increases and decreases from the business transactions. **Questions:** What classification is Office Equipment? What classification is accounts payable?	**Assignment due:** Problem 3-8. **Today's Lesson:** Do Problem 3-8. Determine the increases and decreases from the business transactions. **Questions:** What classification is Office Furniture? What classification is accounts receivable?	**Assignment due:** Problem 3-9. **Today's Lesson:** Do Problem 3-9. Identify the accounts affected. Determine the increase and decrease for each account. Write the new balances for the accounts. **Questions:** What account is affected when you write a check? What does it mean to accept payment later for a service provided?	**Assignment due:** Problem 3-10 and Problem 3-11 **Today's Lesson:** Do Problem 3-10 and Problem 3-11. Identify the accounts affected. Determine the increase and decrease for each account. Write the new balances for the accounts. **Questions:** What is accounts payable? What is accounts receivable?	**Assignment due:** Test on Chapter 3. **Today's Lesson:** Chapter 3 Test. **Questions:** What account is affected when you write a check? What does it mean to accept payment later for a service provided?
Computers 9 PD 5	**Assignment due:** Lesson 3: Spokes PowerPoint. **Today's Lesson:** Color a photo. Add an artistic effect to a photo. Align paragraphs. Change views.	**Assignment due:** Lesson 3: Spokes PowerPoint. **Today's Lesson:** Insert an audio clip. Control audio and video clips. Insert entrance, emphasis, and exit effects. Control animation timing	**Assignment due:** Lesson 3: Spokes PowerPoint. **Today's Lesson:** Color a photo. Add an artistic effect to a photo. Align paragraphs. Change views.	**Assignment due:** Lesson 3: Spokes PowerPoint. **Today's Lesson:** Insert an audio clip. Control audio and video clips. Insert entrance, emphasis, and exit effects. Control animation timing	**Assignment due:** Lesson 3: Spokes PowerPoint. **Today's Lesson:** Color a photo. Add an artistic effect to a photo. Align paragraphs. Change views.

	Ungroup, change the color of, and regroup and illustration. Copy a slide element from one slide to another. **Questions:** How do you ungroup an illustration? How do you copy a slide element?	**Questions:** How do you insert an audio clip? How do you insert a video clip?	Ungroup, change the color of, and regroup and illustration. Copy a slide element from one slide to another. **Questions:** How do you ungroup an illustration? How do you copy a slide element?	**Questions:** How do you insert an audio clip? How do you insert a video clip?	Ungroup, change the color of, and regroup and illustration. Copy a slide element from one slide to another. **Questions:** How do you ungroup an illustration? How do you copy a slide element?
Digital Media & Design PD 6	**Assignment due:** Do Part 2 Your Hired Project 2: Cityside Sweetery Phase 2: Planning & Organizing Your Site **Today's Lesson:** Apply text styles, formatting and alignments as needed to the website **Questions:** How do you change text styles? How do you change alignments to know what looks right?	**Assignment due:** Do Part 2 Your Hired Project 2: Cityside Sweetery Phase 2: Planning & Organizing Your Site **Today's Lesson:** Apply text styles, formatting and alignments as needed to the website **Questions:** How do you change text styles? How do you change alignments to know what looks right?	**Assignment due:** Do Part 2 Your Hired Project 2: Cityside Sweetery Phase 3: Building Your Site **Today's Lesson:** Determine if you want a left navigation or a top navigation and choose appropriate color. **Questions:** How do you change text styles? How do you move the navigation bar?	**Assignment due:** Do Part 2 Your Hired Project 2: Cityside Sweetery Phase 3: Building Your Site **Today's Lesson:** Determine if you want a left navigation or a top navigation and choose appropriate color. **Questions:** How do you change text styles? How do you move the navigation bar?	**Assignment due:** Do Part 2 Your Hired Project 2: Cityside Sweetery Phase 3: Building Your Site **Today's Lesson:** Determine if you want a left navigation or a top navigation and choose appropriate color. **Questions:** How do you change text styles? How do you move the navigation bar?
Intro to Business Pd 7	**Assignment due:** Workbook pages 21-26. **Today's Lesson:** Do Key Words, Key Concepts, Reading Skills, and Analytical Skills. **Questions:** What is a sweatshop? What is a code of ethics?	**Assignment due:** Workbook pages 21-26. **Today's Lesson:** Do Key Words, Key Concepts, Reading Skills, and Analytical Skills. **Questions:** What is a sweatshop? What is a code of ethics?	**Assignment due:** Code of Ethics Worksheet. **Today's Lesson:** Research company's code of ethics. List components that are the same and different. **Questions:** Would a dress code be included in a code of ethics? Would how you treat others be in a code of ethics?	**Assignment due:** Chapter 4 Test **Today's Lesson:** Test on Chapter 4. **Questions:** What is OSHA? What does the FDA do?	**Assignment due:** Chapter 4 Test **Today's Lesson:** Test on Chapter 4. **Questions:** What is OSHA? What does the FDA do?
Prep Period Pd 8	**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:**