

	MONDAY-2/17	TUESDAY-2/18	WEDNESDAY-2/19	THURSDAY-2/20	FRIDAY-2/21
Microcomputer Apps Pd 1	NO SCHOOL PRESIDENT'S DAY!	Assignment due: Lab 5-2 Washington Resume. Today's Lesson: Using the resume template in the data files, follow instructions to complete the resume. Questions: How do you change the document theme? How do you copy and paste text in the resume template?	Assignment due: Lesson 8 Fitness Center Memo. Today's Lesson: Insert, edit, view, and delete comments. Track changes. Review tracked changes. Questions: What is tracking changes? How do you track changes?	Assignment due: Lesson 8 Fitness Center Memo. Today's Lesson: Compare documents. Combine documents. Link an Excel documents to a Word document. Questions: How do you link an Excel document? How do you compare documents?	Assignment due: Lesson 8 Fitness Center Memo. Today's Lesson: Break a link. Create a chart in Word. Format Word chart. View and scroll through side-by-side documents. Insert a quick table. Questions: How do you format a Word Chart? How do you break ali
Biz Wiz Pd 2	NO SCHOOL PRESIDENT'S DAY!	Assignment due: Watch Biz Kids Episode 105 Money Moves. Today's Lesson: Discuss where to put your money. Questions: What is a bank? What is a mutual fund?	Assignment due: Do Activity Sheets for Episode 105 Money Moves Today's Lesson: Do Activity Sheets for Episode 105 Money Moves. Questions: How can you earn money? Where can you look for jobs?	Assignment due: Do Activity Sheets for Episode 105 Money Moves Today's Lesson: Do Activity Sheets for Episode 105 Money Moves. Questions: How can you earn money? Where can you look for jobs?	Assignment due: Shark Tank Worksheet Today's Lesson: Analyze Shark Tank and answer questions on the worksheet. Questions: How can you earn money? Where can you look for jobs?
Prep Period 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:
Computer Dimension 8 Pd 4	NO SCHOOL PRESIDENT'S DAY!	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: AYK 1-1 Email Fraud. Today's Lesson: Do Apply 1-1 Email Fraud. Change the document theme. Change fonts and font sizes as instructed. Add the transition. View the slideshow.	Assignment due: EYK 1-1 Waterfalls Today's Lesson: Change the document theme. Resize the pictures. Add the bulleted items. View slideshow.

Computers 9 PD 5	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p> <p>Questions:</p>
Personal Money Mngt PD 6	<p align="center">NO SCHOOL PRESIDENT'S DAY!</p>	<p>Assignment due: ZOGO Get a Job Modules 6-10. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>	<p>Assignment due: ZOGO Get a Job Modules 11-15. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>	<p>Assignment due: ZOGO Get a Job Modules 16-20. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>	<p>Assignment due: ZOGO Get a Job Modules 21-24. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>
Personal Money Mngt, Pd 7	<p align="center">NO SCHOOL PRESIDENT'S DAY!</p>	<p>Assignment due: ZOGO Get a Job Modules 6-10. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>	<p>Assignment due: ZOGO Get a Job Modules 11-15. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>	<p>Assignment due: ZOGO Get a Job Modules 16-20. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>	<p>Assignment due: ZOGO Get a Job Modules 21-24. Today's Lesson: Learn ways to get a job. Learn how to prepare for an interview. Question: What is a job interview? How should you prepare for a job interview?</p>
Business Management Pd	<p align="center">NO SCHOOL PRESIDENT'S DAY!</p>	<p>Assignment due: Workbook Pages 17-20. Today's Lesson: Do Workbook Pages 17-20. Questions: What is scientific management? What is hierarchy of needs?</p>	<p>Assignment due: Workbook Pages 17-20. Today's Lesson: Do Workbook Pages 17-20. Questions: What is scientific management? What is hierarchy of needs?</p>	<p>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?</p>	<p>Assignment due: Test on Chapter 2. Today's Lesson: Chapter 2 Test. Questions: What is a monopoly? What is the Japanese style of management?</p>