

	MONDAY-2/24	TUESDAY-2/25	WEDNESDAY-2/26	THURSDAY-2/27	FRIDAY-2/28
Microcomputer Apps Pd 1	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>Today's Lesson: Insert, edit, view, and delete comments. Track changes. Review tracked changes.</p> <p>Questions: What is tracking changes? How do you track changes?</p>	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>Today's Lesson: Compare documents. Combine documents. Link an Excel documents to a Word document.</p> <p>Questions: How do you link an Excel document? How do you compare documents?</p>	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>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.</p> <p>Questions: How do you format a Word Chart? How do you break ali</p>	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>Today's Lesson: Compare documents. Combine documents. Link an Excel documents to a Word document.</p> <p>Questions: How do you link an Excel document? How do you compare documents?</p>	<p>Assignment due: Lesson 8 Fitness Center Memo.</p> <p>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.</p> <p>Questions: How do you format a Word Chart? How do you break ali</p>
Biz Wiz Pd 2	<p>Assignment due: Watch Biz Kids Episode 106 Taking Charge of your Financial Future</p> <p>Today's Lesson: Discuss where to put your money.</p> <p>Questions: What is a bank? What is a mutual fund?</p>	<p>Assignment due: Do Activity Sheets for Episode 106 Taking Charge of your Financial Future</p> <p>Today's Lesson: Do Activity Sheets for Episode 106 Taking Charge of your Financial Future.</p> <p>Questions: How can you earn money? Where can you look for jobs?</p>	<p>Assignment due: Watch Biz Kids Episode 107 A Biz: What is it?</p> <p>Today's Lesson: Discuss where to put your money.</p> <p>Questions: What is a bank? What is a mutual fund?</p>	<p>Assignment due: Do Activity Sheets for Episode 107 A Biz: What is it?</p> <p>Today's Lesson: Do Activity Sheets for Episode 105 Money Moves.</p> <p>Questions: How can you earn money? Where can you look for jobs?</p>	<p>Assignment due: Watch Biz Kids Episode 106 Taking Charge of your Financial Future</p> <p>Today's Lesson: Discuss where to put your money.</p> <p>Questions: What is a bank? What is a mutual fund?</p>
Prep Period PD 3	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>	<p>Assignment due:</p> <p>Today's Lesson:</p>
Computer Dimension 8 Pd 4	<p>Assignment due: AYK 1-1 Email Fraud.</p> <p>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.</p>	<p>Assignment due: EYK 1-1 Waterfalls</p> <p>Today's Lesson: Change the document theme. Resize the pictures. Add the bulleted items. View slideshow.</p>	<p>Assignment due: Lab 1-1 Bake.</p> <p>Today's Lesson: Insert pictures into slides with and without content placeholders Move and resize pictures. Change font size and color. Duplicate slides.</p>	<p>Assignment due: Lab 1-1 Bake.</p> <p>Today's Lesson: Insert pictures into slides with and without content placeholders Move and resize pictures. Change font size and color. Duplicate slides.</p>	<p>Assignment due: Lab 1-2 History Museum.</p> <p>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.</p>

Computers 9 PD 5	Assignment due: Today's Lesson: Questions:	Assignment due: Today's Lesson: Questions:	Assignment due: Today's Lesson: Questions:	Assignment due: Today's Lesson: Questions:	Assignment due: Today's Lesson: Questions:
Personal Money Mngt PD 6	Assignment due: ZOGO Create a Resume and Cover Letter Modules 1-8 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?	Assignment due: ZOGO Get a Job Modules 9-15. 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?	Assignment due: ZOGO Invest as a Teen 1-8 Today's Lesson: Learn what is investing. Learn ways to invest. Question: What is investing? How would you invest as a teen?	Assignment due: GAP Credit Union Lesson Today's Lesson: Speaker from GAP will do presentation on Managing money. Question: What is a job interview? How should you prepare for a job interview?	Assignment due: ZOGO Earn Module 1-10 Today's Lesson: Learn ways to earn money. Learn the difference between wages and salaries. Question: What is the difference between a salary and a wage? What are ways to earn money other than a job?
Personal Money Mngt, Pd 7	Assignment due: ZOGO Create a Resume and Cover Letter Modules 1-8 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?	Assignment due: ZOGO Get a Job Modules 9-15. 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?	Assignment due: ZOGO Invest as a Teen 1-8 Today's Lesson: Learn what is investing. Learn ways to invest. Question: What is investing? How would you invest as a teen?	Assignment due: GAP Credit Union Lesson Today's Lesson: Speaker from GAP will do presentation on Managing money. Question: What is a job interview? How should you prepare for a job interview?	Assignment due: ZOGO Earn Module 1-10 Today's Lesson: Learn ways to earn money. Learn the difference between wages and salaries. Question: What is the difference between a salary and a wage? What are ways to earn money other than a job?
Business Management Pd 8	Assignment due: Section 3.1 Assessment Today's Lesson: Do Section 3.1 Assessment Questions: Why are personal characteristics important when choosing a career? How do you research career fields that pertain to your characteristics?	Assignment due: Section 3.2 Assessment Today's Lesson: Do Section 3.2 Assessment. Know what kind of management careers are available. Questions: What is a resume? What is a cover letter?	Assignment due: Workbook Pages 29-34. Today's Lesson: Chapter 2 Test. Questions: What is a monopoly? What is the Japanese style of management?	Assignment due: Self-Assessment 3 Today's Lesson: Do Self-Assessment 3 Questions: What is values? What is a trend?	Assignment due: Chapter 3 Test. Today's Lesson: Test on Chapter 3. Questions: What is a resume? What is a cover letter?