

	MONDAY-3/02	TUESDAY-3/03	WEDNESDAY-3/04	THURSDAY-3/05	FRIDAY-3/06
MicroComputer Apps Pd 1	<p>Assignment due: Lab 5-2 Washington Resume.</p> <p>Today's Lesson: Using the resume template in the data files, follow instructions to complete the resume.</p> <p>Questions: How do you change the document theme? How do you copy and paste text in the resume template?</p>	<p>Assignment due: Lab 5-2 Washington Resume.</p> <p>Today's Lesson: Using the resume template in the data files, follow instructions to complete the resume.</p> <p>Questions: How do you change the document theme? How do you copy and paste text in the resume template?</p>	<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>
Prep Period Pd 2	<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>
Biz Wiz PD 3	<p>NO CLASS GYM DAY</p>	<p>Assignment due: Lab 1-1 Commodity Trading Flyer.</p> <p>Today's Lesson: Use the help option. Add an art page border. Change the color of the picture border Change the color and saturation and color tone of the picture.</p>	<p>Assignment due: Lab 1-1 Commodity Trading Flyer.</p> <p>Today's Lesson: Use the help option. Add an art page border. Change the color of the picture border Change the color and saturation and color tone of the picture.</p>	<p>Assignment due: Lab 1-2 Spring Break Flyer.</p> <p>Today's Lesson: Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.</p>	<p>Assignment due: Lab 1-2 Spring Break Flyer.</p> <p>Today's Lesson: Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.</p>
Accounting Pd 4	<p>Assignment due: Read Chapter 8 Sec 1. Problem 8-1 and 8-2.</p> <p>Today's Lesson: Do Problem 8-1 and 8-2. Know how to prepare a six column worksheet.</p> <p>Questions: What is a six column worksheet? What goes on a six column worksheet?</p>	<p>Assignment due: Read Chapter 8 Sec 2. Problem 8-3.</p> <p>Today's Lesson: Do Problem 8-3. Know how to determine net income and a net loss.</p> <p>Questions: What is net income? What is a net loss?</p>	<p>Assignment due: Problem 8-4.</p> <p>Today's Lesson: Do Problem 8-4. Prepare a six column worksheet.</p> <p>Questions: Does the totals in the trial balance equal? Does</p>	<p>Assignment due: Problem 8-5.</p> <p>Today's Lesson: Do Problem 8-5. Prepare a six column worksheet.</p> <p>Questions: Does the totals in the trial balance equal? Does</p>	<p>Assignment due: Problem 8-6</p> <p>Today's Lesson: Do Problem 8-6 Prepare a six column worksheet.</p> <p>Questions: Does the totals in the trial balance equal? Does</p>
Computers 9	<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>

	LUNCH A DUTY	LUNCH A DUTY	LUNCH A DUTY	LUNCH A DUTY	LUNCH A DUTY
Personal Money Mngt PD 6	<p>Assignment due: ZOGO Earn Module 1-8</p> <p>Today's Lesson: Learn ways to earn money. Learn the difference between wages and salaries.</p> <p>Question: What is the difference between a salary and a wage? What are ways to earn money other than a job?</p>	<p>Assignment due: ZOGO Earn Modules 9-16.</p> <p>Today's Lesson: Learn ways to get a earn money. Learn about wages and salaries.</p> <p>Question: What are ways to learn a earn money? What is the difference between wages and salaries?</p>	<p>Assignment due: ZOGO Earn Modules 17-25.</p> <p>Today's Lesson: Learn what is am ATM, overdrafts and checks.</p> <p>Question: What is an ATM? What is an overdraft?</p>	<p>Assignment due: GAP Credit Union Representative in to present.</p> <p>Today's Lesson: GAP Credit Union Representative in to present.</p> <p>Questions: What is a credit score? How do you maintain a good score?</p>	<p>Assignment due: ZOGO Finish Earn Modules 1-25.</p> <p>Today's Lesson: Learn what is am ATM, overdrafts and checks.</p> <p>Question: What is an ATM? What is an overdraft?</p>
Business Management,	<p>Assignment due: Workbook Pages 29-34.</p> <p>Today's Lesson: Chapter 2 Test.</p> <p>Questions: What is a monopoly? What is the Japanese style of management?</p>	<p>Assignment due: Self-Assessment 3</p> <p>Today's Lesson: Do Self-Assessment 3</p> <p>Questions: What is values? What is a trend?</p>	<p>Assignment due: Chapter 3 Test.</p> <p>Today's Lesson: Test on Chapter 3.</p> <p>Questions: What is a resume? What is a cover letter?</p>	<p>Assignment due: Self-Assessment 3</p> <p>Today's Lesson: Do Self-Assessment 3</p> <p>Questions: What is values? What is a trend?</p>	<p>Assignment due: Chapter 3 Test.</p> <p>Today's Lesson: Test on Chapter 3.</p> <p>Questions: What is a resume? What is a cover letter?</p>
Personal Money Mngt Pd 8	<p>Assignment due: ZOGO Earn Module 1-8</p> <p>Today's Lesson: Learn ways to earn money. Learn the difference between wages and salaries.</p> <p>Question: What is the difference between a salary and a wage? What are ways to earn money other than a job?</p>	<p>Assignment due: ZOGO Earn Modules 9-16.</p> <p>Today's Lesson: Learn ways to get a earn money. Learn about wages and salaries.</p> <p>Question: What are ways to learn a earn money? What is the difference between wages and salaries?</p>	<p>Assignment due: ZOGO Earn Modules 17-25.</p> <p>Today's Lesson: Learn what is am ATM, overdrafts and checks.</p> <p>Question: What is an ATM? What is an overdraft?</p>	<p>Assignment due: GAP Credit Union Representative in to present.</p> <p>Today's Lesson: GAP Credit Union Representative in to present.</p> <p>Questions: What is a credit score? How do you maintain a good score?</p>	<p>Assignment due: ZOGO Finish Earn Modules 1-25.</p> <p>Today's Lesson: Learn what is am ATM, overdrafts and checks.</p> <p>Question: What is an ATM? What is an overdraft?</p>