

	<b>MONDAY-2/23</b>	<b>TUESDAY-2/24</b>	<b>WEDNESDAY-2/25</b>	<b>THURSDAY-2/26</b>	<b>FRIDAY-2/27</b>
<b>MicroComputer Apps Pd 1</b>	<p><b>Assignment due:</b> Apply 5-1 Protect Your Hearing.</p> <p><b>Today's Lesson:</b> Save the document In different formats.</p> <p><b>Questions:</b> How do you save as a PDF file? How do you save as XPS document?</p>	<p><b>Assignment due:</b> Extend 5-1 NFC Chips and Tags.</p> <p><b>Today's Lesson:</b> Save the document in Webpage format. Make the changes instructed in the book to the webpage.</p> <p><b>Questions:</b> What is hyperlink? How do you hyperlink a web address?</p>	<p><b>Assignment due:</b> Extend 5-1 NFC Chips and Tags.</p> <p><b>Today's Lesson:</b> Save the document in Webpage format. Make the changes instructed in the book to the webpage.</p> <p><b>Questions:</b> What is hyperlink? How do you hyperlink a web address?</p>	<p><b>Assignment due:</b> Lab 5-2 Washington Resume.</p> <p><b>Today's Lesson:</b> Using the resume template in the data files, follow instructions to complete the resume.</p> <p><b>Questions:</b> How do you change the document theme? How do you copy and paste text in the resume template?</p>	<p><b>Assignment due:</b> Lab 5-2 Washington Resume.</p> <p><b>Today's Lesson:</b> Using the resume template in the data files, follow instructions to complete the resume.</p> <p><b>Questions:</b> How do you change the document theme? How do you copy and paste text in the resume template?</p>
<b>Prep Period Pd 2</b>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p>
<b>Biz Wiz PD 3</b>	<p><b>NO CLASS GYM DAY</b></p>	<p><b>Assignment due:</b> Apply 1-1 – Graduation Flyer</p> <p><b>Today's Lesson:</b> Enter text in a Word document. Check spelling as you type. Format paragraphs. Format text Undo or redo commands or services.</p>	<p><b>Assignment due:</b> Extend 1-1: Painting lessons flyers.</p> <p><b>Today's Lesson:</b> 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><b>Assignment due:</b> Lab 1-1 Commodity Trading Flyer.</p> <p><b>Today's Lesson:</b> 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><b>Assignment due:</b> Lab 1-1 Commodity Trading Flyer.</p> <p><b>Today's Lesson:</b> 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>
<b>Accounting Pd 4</b>	<p><b>Assignment due:</b> Read Chapter 8 Sec 1. Problem 8-1 and 8-2.</p> <p><b>Today's Lesson:</b> Do Problem 8-1 and 8-2. Know how to prepare a six column worksheet.</p> <p><b>Questions:</b> What is a six column worksheet? What goes on a six column worksheet?</p>	<p><b>Assignment due:</b> Read Chapter 8 Sec 2. Problem 8-3.</p> <p><b>Today's Lesson:</b> Do Problem 8-3. Know how to determine net income and a net loss.</p> <p><b>Questions:</b> What is net income? What is a net loss?</p>	<p><b>Assignment due:</b> Problem 8-4.</p> <p><b>Today's Lesson:</b> Do Problem 8-4. Prepare a six column worksheet.</p> <p><b>Questions:</b> Does the totals in the trial balance equal? Does</p>	<p><b>Assignment due:</b> Problem 8-5.</p> <p><b>Today's Lesson:</b> Do Problem 8-5. Prepare a six column worksheet.</p> <p><b>Questions:</b> Does the totals in the trial balance equal? Does</p>	<p><b>Assignment due:</b> Problem 8-6</p> <p><b>Today's Lesson:</b> Do Problem 8-6 Prepare a six column worksheet.</p> <p><b>Questions:</b> Does the totals in the trial balance equal? Does</p>
<b>Computers 9</b>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p> <p><b>Questions:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p> <p><b>Questions:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p> <p><b>Questions:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p> <p><b>Questions:</b></p>	<p><b>Assignment due:</b></p> <p><b>Today's Lesson:</b></p> <p><b>Questions:</b></p>

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Personal Money Mngt Pd 6	<p><b>Assignment due:</b> ZOGO Get a Job Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:</b> What is a job interview? How should you prepare for a job interview?</p>	<p><b>Assignment due:</b> ZOGO Get a Job Modules 8-14.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:</b> What is a job interview? How should you prepare for a job interview?</p>	<p><b>Assignment due:</b> ZOGO Get a Job Modules 15-20.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:</b> What is a job interview? How should you prepare for a job interview?</p>	<p><b>Assignment due:</b> GAP Credit Union Representative in to present.</p> <p><b>Today's Lesson:</b> GAP Credit Union Representative in to present.</p> <p><b>Questions:</b> What is a credit score? How do you maintain a good score?</p>	<p><b>Assignment due:</b> ZOGO Get a Job Modules 21-24.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:1</b> What is a job interview? How should you prepare for a job interview?</p>
Business Management, Pd 7	<p><b>Assignment due:</b> Section 3.1 Assessment</p> <p><b>Today's Lesson:</b> Do Section 3.1 Assessment</p> <p><b>Questions:</b> Why are personal characteristics important when choosing a career? How do you research career fields that pertain to your characteristics?</p>	<p><b>Assignment due:</b> Section 3.2 Assessment</p> <p><b>Today's Lesson:</b> Do Section 3.2 Assessment.</p> <p>Know what kind of management careers are available.</p> <p><b>Questions:</b> What is a resume? What is a cover letter?</p>	<p><b>Assignment due:</b> Workbook Pages 29-34.</p> <p><b>Today's Lesson:</b> Chapter 2 Test.</p> <p><b>Questions:</b> What is a monopoly? What is the Japanese style of management?</p>	<p><b>Assignment due:</b> Self-Assessment 3</p> <p><b>Today's Lesson:</b> Do Self-Assessment 3</p> <p><b>Questions:</b> What is values? What is a trend?</p>	<p><b>Assignment due:</b> Chapter 3 Test.</p> <p><b>Today's Lesson:</b> Test on Chapter 3.</p> <p><b>Questions:</b> What is a resume? What is a cover letter?</p>
Personal Money Mngt Pd 8	<p><b>Assignment due:</b> ZOGO Get a Job Modules 1-7.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:</b> What is a job interview? How should you prepare for a job interview?</p>	<p><b>Assignment due:</b> ZOGO Get a Job Modules 8-14.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:</b> What is a job interview? How should you prepare for a job interview?</p>	<p><b>Assignment due:</b> ZOGO Get a Job Modules 15-20.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:</b> What is a job interview? How should you prepare for a job interview?</p>	<p><b>Assignment due:</b> GAP Credit Union Representative in to present.</p> <p><b>Today's Lesson:</b> GAP Credit Union Representative in to present.</p> <p><b>Questions:</b> What is a credit score? How do you maintain a good score?</p>	<p><b>Assignment due:</b> ZOGO Get a Job Modules 21-24.</p> <p><b>Today's Lesson:</b> Learn ways to get a job. Learn how to prepare for an interview.</p> <p><b>Question:1</b> What is a job interview? How should you prepare for a job interview?</p>