	MONDAY-5/19	TUESDAY-5/20	WEDNESDAY-5/21	THURSDAY-5/22	FRIDAY-5/23
	Assignment due:	Assignment due:	Assignment due:	Assignment due:	Assignment due:
	Lab 2-2 International	Lab 2-2 International	Kaitlyn's Ice Cream	Kaitlyn's Ice Cream	Kaitlyn's Ice Cream
	Moving Company	Moving Company	Shoppe – Lesson 3.	Shoppe – Lesson 3.	Shoppe – Lesson 3.
<u> </u>	Report.	Report.	Today's Lesson:	Today's Lesson:	Today's Lesson:
Microcomputer	Today's Lesson:	Today's Lesson:	Rotate text in a cell.	Rotate text in a cell.	Rotate text in a cell.
00	Enter the Worksheet	Enter the Worksheet	Create a series of month	Create a series of	Create a series of month
ᇘ	title and subtitle.	title and subtitle.	names	month names	names
ut	Fill in the contents from	Fill in the contents from	Copy, paste, insert and	Copy, paste, insert and	Copy, paste, insert and
er .	Table 2-7	Table 2-7	delete cells.	delete cells.	delete cells.
Apps	Questions: What is	Questions: What is	Enter and format the	Enter and format the	Enter and format the
sq	Excel spreadsheet?	Excel spreadsheet?	date.	date.	date.
Pd	How do you enter text	How do you enter text	Questions: How do you	Questions: How do you	Questions: How do you
1	and numbers into the	and numbers into the	rotate text in a cell?	rotate text in a cell?	rotate text in a cell?
	spreadsheet?	spreadsheet?	How do you copy and	How do you copy and	How do you copy and
			paste text in cells?	paste text in cells?	paste text in cells? 1 HR EARLY DISMISSAL
	A		A t	A	
	Assignment due:	Assignment due:	Assignment due:	Assignment due:	Assignment due:
	Do Activity Sheets for	Watch Biz Kids	Do Activity Sheets for	Do Activity Sheets for	Shark Tank Worksheet
	Episode 110 How to	Episode 111 Don't	Episode 111 Don't	Episode 111 Don't Blow	Today's Lesson:
	Achieve your	Blow Your Dough	Blow Your Dough	your Dough Today's Lesson:	Analyze Shark Tank and answer questions on
	Financial Goals.	Today's Lesson:	Today's Lesson:	Do Activity Sheets for	the worksheet.
Biz	Today's Lesson:	Discuss smart ways to	Do Activity Sheets for	Episode 111 Don't Blow	Questions:
Wiz	Do Activity Sheets for	handle your money	Episode 111 Don't	Your Dough	How can you earn
zi.	Episode 110 How to	Questions: What is a	Blow Your Dough	Questions:	money?
Pd	Achieve your	bank?	Questions:	How can you earn	Where can you look for
2	Financial Goals.	What is a mutual	How can you earn	money?	jobs?
	Questions:	fund?	money?	Where can you look for	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	How can you earn	Tana:	Where can you look for	jobs?	1 HR EARLY DISMISSAL
	money?		jobs?	,	
	Where can you look for				
	jobs? Assignment due:	Assignment due:	Assignment due:	Assignment due:	Assignment due:
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	Assignment due:	Assignment due:	Assignment due:	Assignment due:	Assignment due:
	Lesson 2 Publisher:	Do Apply 2-1 Picture	Do Apply 2-1 Picture	Do Extend 2-1 Team	Do Extend 2-1 Team
	Trifold Brochure.	Collage.	Collage.	Training.	Training.
lon	Today's Lesson:	Today's Lesson:	Today's Lesson:	Today's Lesson:	Today's Lesson:
þ	Arrange thumbnails.	Arrange the pictures as	Arrange the pictures as	Create the flyer	Create the flyer
Computer	Edit captions and	instructed.	instructed.	following the	following the
r D	caption styles.	Questions:	Questions:	instructions in the	instructions in the
Dimension	Check the spelling of the	How do you draw	How do you draw	textbook.	textbook.
en	entire publications.	textbox in Publisher?	textbox in Publisher?	Questions:	Questions:
Sio	Questions:	How do you overlap	How do you overlap	How do you draw	How do you draw
n &	How do you spell check	pictures?	pictures?	textbox in Publisher?	textbox in Publisher?
Pd	the publication?			How do you overlap	How do you overlap
4	How do you edit			pictures?	pictures?
	captions?				
					1 HR EARLY DISMISSAL

Computers 9 PD 5	Assignment due: Lesson 4 Recycling PowerPoint. Today's Lesson: Insert a SmartArt graphic. Insert images from a file into a SmartArt graphic. Convert text to a SmartArt graphic. Rotate a Chart. Questions: How do you insert SmartArt? How do you insert images into SmartArt?	Assignment due: Lesson 4 Recycling PowerPoint. Today's Lesson: Separate a pie chart slice. Create and format a table. Insert a symbol in a table. Questions: How do separate a pie chart slide? How do you create a table?	Assignment due: Do Apply 4-1 Camping PowerPoint Today's Lesson: Make changes to the PowerPoint as instructed. Convert the list into SmartArt. Questions: How do you insert SmartArt? How do you insert images into SmartArt	Assignment due: Extend 4-1 Fishing. Today's Lesson: Make changes to the PowerPoint as instructed. Convert the list into SmartArt. Questions: How do you insert SmartArt? How do you insert images into SmartArt	Assignment due: Lab 3-2 Yellowstone Park. Today's Lesson: Finish incomplete assignments Questions: How do you insert an audio clip? How do you insert a video clip? 1 HR EARLY DISMISSAL
Personal Money Mngt PD 6	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: Make up incomplete assignments. Today's Lesson: Do incomplete assignments. Question: 1 HR EARLY DISMISSAL.
Personal Money Mngt, Pd 7	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: ZOGO Evaluate a Stock Modules 1-8. Today's Lesson: Know what are a balance sheet, income statement and cashflow statements. Question: What is a balance sheet? What is an income statement?	Assignment due: Make up incomplete assignments. Today's Lesson: Do incomplete assignments. Question: 1 HR EARLY DISMISSAL.
Business Management Pd 8	Assignment due: Read Chapter 12.1. Today's Lesson: Do Workbook Pages Questions: What is a job rotation? What is span of management?	Assignment due: Read Section 12.2 Do Section Assessment 12.2. Today's Lesson: Know how managers design jobs. Know the role of OSHA. Questions: What are factors affecting the physical work environment? What is the role of the OSHA?	Assignment due: Workbook Pages 161- 164 Today's Lesson: Do Workbook Pages 161-164 Questions: What is continuous flow system? What is intermittent flow system?	Assignment due: Workbook Pages 161- 164 Today's Lesson: Do Workbook Pages 161-164 Questions: What is continuous flow system? What is intermittent flow system?	Assignment due: Do Chapter 12 Self Assessment Today's Lesson: Do Chapter 12 Self Assessment Questions: What is Unity of command? What job scope? 1 HR EARLY DISMISSAL