

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