

Keyboarding	
Day	Assignment
Thursday	Classroom procedures; rules and discipline plan
Friday	Class curriculum and grading scale
Monday	Lesson 1 homerow
Tuesday	lesson 1 homerow
Wednesday	Lesson 2
Thursday	Lesson 3
Friday	Lesson 4

Intro to Business	
Day	Assignment
Thursday	Classroom procedures; rules and discipline plan
Friday	Class curriculum and grading scale
Monday	Chapter 1--Intro Lecture
Tuesday	Vocabulary--word posters
Wednesday	Decision Making process
Thursday	Fishbone diagram Activity
Friday	Group presentations and discussion

Accounting	
Day	Assignment
Thursday	Classroom procedures; rules and discipline plan
Friday	Class curriculum and grading scale
Monday	Chapter 1 pg 9 WT1-1 OYO 1-1
Tuesday	lesson 1 Vocabulary
Wednesday	Chapter 1 pg 13 WT1-2 OYO 1-2
Thursday	Chapter 1 pg 17 WT1-3 OYO 1-3
Friday	Chapter 1 pg WT1-1 OYO 1-1

Small Business	
Day	Assignment
Thursday	Classroom procedures; rules and discipline plan
Friday	Class curriculum and grading scale
Monday	Chapter 1--Entrepreneurship
Tuesday	Worksheets
Wednesday	Activity
Thursday	Discussion/web search
Friday	Chapter 1--Entrepreneurship Review

Computer Aps	
Day	Assignment
Thursday	Classroom procedures; rules and discipline plan
Friday	Class curriculum and grading scale
Monday	Google Docs Word processing--simple letter
Tuesday	Google Docs Word processing--simple memo
Wednesday	Google Docs Word processing--report
Thursday	Google Docs Word processing--finish report
Friday	Google Docs Word processing--sharing doc and changing each other's