

Keyboarding	
Day	Assignment
Monday	Labor Day No school
Tuesday	lesson 4-- Students may retake quiz until Thursday at the end of the day
Wednesday	Lesson 5 & Learning Quiz
Thursday	Lesson 6 & Proofreader's Marks
Friday	Lesson 7 & Proofreader's Marks

Intro to Business	
Day	Assignment
Monday	Labor Day No school
Tuesday	Review Chapter 1 and test tomorrow--OPEN BOOK
Wednesday	Test--Must be completed before the end of class
Thursday	Chapter 2--Introduction of Chapter and assign worksheets
Friday	Group discussion and correct first 2 pages of Ws

Accounting	
Day	Assignment
Monday	Labor Day No school
Tuesday	Chapter 1 CD Chapter one Activities
Wednesday	Applications 1-1, 1-2, 1-3

Accounting	
Day	Assignment
Thursday	Chapter 1 pg 21 Do Mastery Together in Class
Friday	Chapter 1 --review Finish Chapter

Small Business	
Day	Assignment
Monday	Labor Day No school
Tuesday	Chapter 1 & 2 review sheets
Wednesday	Review
Thursday	Chapter 1 open book test
Friday	Chapter 2 open book test

Computer Aps	
Day	Assignment
Monday	Labor Day No school
Tuesday	Pages--Complete the newsletter
Wednesday	Share newsletters with class or create a invitation to wedding or formal graduation ceremony
Thursday	Pages complete a resume
Friday	Resume is due

