1st Six Weeks 2023-2024

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| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 8/14 | 8/15 | 8/16 | 8/17 | 8/18 |
| **Teacher Workday**  **Student Holiday** | **Teacher Workday**  **Student Holiday** | **First Day of School**  Syllabus, Expectations and Procedures | Excel Basics: Review Ribbon and Vocab  5A-C,11A-D | Excel Basics: Review Ribbon and Vocab  5A-C,11A-D |
| 8/21 | 8/22 | 8/23 | 8/24 | 8/25 |
| Excel Basics: PPT and worksheet  5A-C,11A-D | Steps for Success Presentation  1A-F | Steps for Success Presentation  Butterfly effect/  Power Statement  1A-F | Excel: Spreadsheet keys and functions  5A-C,11A-D | Excel: Spreadsheet keys and functions  5A-C,11A-D |
| 8/29 | 8/29 | 8/30 | 8/31 | 9/1 Progress Reports |
| Excel: Cell formatting  Pixel Art  5A-C,11A-D | Excel: Formulas & Functions Basics  5A-C,11A-D | Excel: Basics and Vocab Test  5A-C,11A-D | Career Research:  Career Exploration  1A-F,6A-I | Career Research:  Career Exploration  1A-F,6A-I |
| 9/4 | 9/5 | 9/6 | 9/7 | 9/8 |
| **Holiday**  Related image | Career Research:  Newspaper Ad  1A-F,6A-I | Career Research:  Newspaper Ad  1A-F,6A-I | Career Research:  Cover Letter  1A-F,6A-I | Career Research:  Cover Letter  1A-F,6A-I |
| 9/11 | 9/12 | 9/13 | 9/14 | 9/15 |
| Career Research:  Resume Writing  1A-F,6A-I | Career Research:  Resume Writing  1A-F,6A-I | Career Research:  Job Application  1A-F,6A-I | Career Research:  Reference Letter  1A-F,6A-I | Career Research:  Reference Letter  1A-F,6A-I |
| 9/18 | 9/19 | 9/20 | 9/21 | 9/22 |
| Binder Organization  1A-F | Excel: If/Then statements, patterns/gradient  Profit Planning  5A-C,11A-D | Excel: If/Then statements, patterns/gradient  Profit spdsht  5A-C,11A-D | Excel: If/Then statements, patterns/gradient  Profit spdsht  5A-C,11A-D | Excel: Basics, If/Then Statements  Profit review  5A-C,11A-D |