FINANCIAL SERVICES I

Competencies: Perform accounting procedures Week 2.2

Create business documents using word processing software

Explore business ethics

Prepare for competition

*All work due Friday unless otherwise specified. OGT Week.*

Monday, October 26

21st Century Skills

Tuesday, October 27

Accounting I: 6-1 Work Together, On Your Own, Application

Accounting II: 10-3 Work Together, On Your Own, Application

Bus. Prin.: 4.3 Lecture/Discussion, p. 87

Discuss/Finalize Madoff Affair Questions – Turn in Questions and Answers.

MS Office: Business Letters – Block Style – Complete Sample together from *BPA Style Manual* [LAST WEEK]

MicroType: Lesson 8

BPA: Update Torch Awards

Wednesday, October 28

Accounting I: 6-2 Work Together, On Your Own, Application

Accounting II: 10-4 Mastery; 10-5 Challenge is Ex Cr.

Calculator: Lesson 9, p. 54

MS Office: Word Unit A – Ind. Chl. 1, Word pp. 21-22 “Taylor Letter” [LAST WEEK]

Word with *BPA Style Manual* – Compose up to 4 memos for BPA Vice Presidents (due 10/30)

BPA: Contest Sign-ups – Individual Conferences about Contests

Thursday, October 29

Accounting I: 6-3 Work Together, On Your Own, Application

Accounting II: Study Guide C. 10

Bus. Prin.: Ethical Dilemma Case Studies #1 and #4 (Random groups)

10 a.m. GUEST SPEAKER: Tim McCarthy, Founder, Raising Cane’s Ohio, Room 1302

Friday, October 30 ***Happy Halloween – Jean’s Day***

DEADLINE: Are you going to State Leadership Conference? $10 + Paperwork is due!

Accounting I: 6-4 Work Together, On Your Own, Application

CAN YOU

BELIEVE IT? We have been selected!!

Accounting II: Review Study Guide C. 10 (TEST Monday)

Bus. Prin.: Ethical Dilemma Case Studies #5 (Random groups)

*Complete unfinished work*

Looking ahead …

* BPA Fall Leadership Conference, Greater Columbus Convention Center, Thursday, November 19
* Canned Food Drive, all donations due by Thursday, November 19
* BPA November Chapter Meeting, Friday, November 21
* Financial Services Recruitment, Thursday & Friday, November 12 & 13, 2015

*http://financialservicesi.weebly.com*