FINANCIAL SERVICES I

Competencies: Explore Entrepreneurship Week 2.4

Perform accounting operations

 Perform document processing

Researching information

Monday, November 9 **Sustained Silent Reading: Lab ends at 11 a.m.**

Accounting I: 7-2 Work Together, On Your Own, Application

Accounting II: 11-5 Work Together, On Your Own, Application

Bus. Prin.: 5.1 Lecture/Discussion - Take notes

MS Office: Complete *BPA Style Manual* - Press Release

Complete Word, Unit B, Ind. Chl. 1 “Theatre Fundraising Letter” - *Follow Style Manual*

Calculator: Lesson 11 - Complete first portion

MicroType Pro: Lesson 10

Tuesday, November 10

Accounting I: 7-3 Mastery Problem; 7-4 Challenge Ex. Cr.

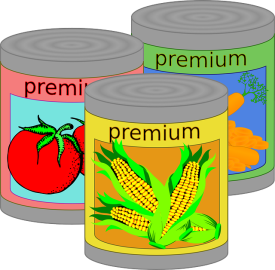
Accounting II: 11-6 Mastery; 11-7 Challenge - Ex. Cr.

Bus. Prin.: 5.2 Lecture/Discussion - Take notes

Hand out Entrepreneur Project

MS Office: Complete Word Unit B Key Concepts Handout

**10 a.m.: Guest Speaker - Monique Murphy, Risk Assurance, PricewaterhouseCoopers**

Wednesday, November 11 **LAST DAY FOR BPA CANNED GOOD DONATIONS!**

Accounting I: Complete Study Guide C. 7

Accounting II: Complete Study Guide C. 11

MS Office: Word Unit B Quiz

Calculator: Finish Lesson 11

10:15 a.m. Recruitment Helper Practice with seniors

Set up for Recruitment

Thursday, November 12

Sophomore Visitation Day/College Visit/Job Shadow

* Wear uniform
* Arrive 8:30 a.m. (Remember, no bus transport on this day)
* Lunch provided (pizza, pop)
* Leave 2 p.m. (after visitors leave)

Friday, November 13

Sophomore Visitation Day/College Visit/Job Shadow

* Wear uniform
* Arrive 8:30 a.m. (Remember, no bus transport on this day)
* Lunch provided (pizza, pop)
* Leave 2 p.m. (after visitors leave)

*Looking ahead……*

11/16 All materials from College Visits and Shadow Days is due - Turn into the Miscellaneous Folder

11/18 State Officers + Campaign Managers' Meeting - Hyatt, Downtown - 6 p.m. to 11 p.m.

11/19 Ohio Association State Fall Leadership Conference - 9 a.m. to 3:30 p.m. - Professional Dress + Lunch $

11/20 Jean's Day; Magic Mountain Permission Slip + $15 cost (unless qualified for FREE through Yankee $250+ sales)