FINANCIAL SERVICES I

Competencies: Perform accounting operations Week 2.7

 Perform document processing

Prepare a business plan for a start-up

Researching for information

*All work is due Friday.*

*Assignments sheets can be found at* [*http://www.financialservicesi.weebly.com*](http://www.financialservicesi.weebly.com)

Monday, December 7

Accounting I: Reinforcement Activity (C. 1-5)

Accounting II: 13-1 Work Together, On Your Own, Application

MS Office: Word Unit D, Word p. 78 Chapter Work (together in class)

Bus. Prin.: 7-1 Lecture/Discussion, p. 148 “Management Functions & Styles”

Complete Section G “Management/Personnel Team” + Organizational Chart

MicroType Pro: Lesson 12

Tuesday, December 8 **BPA Chapter Meeting Day – “Service + Social Activities”**

Accounting I: Reinforcement Activity (C. 1-5)

Accounting II: 13-2 Work Together, On Your Own, Application

Bus. Prin.: 7-2 Lecture/Discussion, p. 154 “Leadership”

Complete Section F “Web Plan Summary”

Calculator: Lesson 13

Wednesday, December 9

Accounting I: Reinforcement Activity (C. 1-5)

Accounting II: 13-3 Work Together, On Your Own, Application

Bus. Prin.: 7-3 Lecture/Discussion, p. 161 “Ethical Management”

Complete Section A “Executive Summary”

MS Office: Word Unit D, Concepts Review, p. 96

Thursday, December 10

Accounting I: Reinforcement Activity (C. 6-8)

Accounting II: 13-4 Application only

Bus. Prin.: 8-1 Lecture/Discussion, p. 172 “HR Basics”

Review how to organize the document – Table of Contents + Page Numbering

MS Office: Word Unit D Skills Review, pp. 97-98, “Liberty Fitness”

Friday, December 11

Accounting I: Reinforcement Activity (C. 6-8) – *Last Day to complete review problem.*

Accounting II: 13-5 Mastery; 13-6 Challenge, Ex. Cr.

Bus. Prin.: 8-2 Lecture/Discussion, p. 178 “Managing Human Resources”

Review how to organize Section H, Financial Analysis together in class.

MS Office: Word Unit D Ind. Chl. 1, p. 100 “Village Catering”

Looking ahead…… 12/14 through 12/17 – LAB EXAM WEEK

12/18 – END OF 2ND 9 WEEKS

12/18 – END OF 1ST SEMESTER