Financial Services I

Competencies: Perform accounting procedures Week 3.1

Explore business ownership

Perform mail merge word processing operations

Integration Word and Excel software

Prepare for competition

Monday, January 4, 2016 **Sustained Silent Reading Schedule [Lab ends at 11 a.m.]**

Accounting I: 9-1 Work Together, On Your Own, Application

Accounting II: 14-1 Work Together, On Your Own, Application

MS Office: Word – *BPA Style Manual* – Tables with Borders

MicroType Pro: Lesson 13

10 a.m. Prepare for Region 14 Competitive Events:

* HR Management - Caleb
* Extemp. Speech – Patrick
* Interview Skills – Resume – Reonna
* Financial Analyst Team – Prep – 2008 – Chayla, Joan, Sydney

Contest Folder: Select one sample test and work through it this week; due Friday

Tuesday, January 5 **BPA CHAPTER MEETING DAY [Lab ends at 11:30 a.m.]**

Accounting I: 9-2 Work Together, On Your Own, Application

Accounting II: 14-2 Work Together, On Your Own, Application

Calculator: Lesson 13 - Complete sample problems together in class, p. 84

10 a.m. Prepare for Region 14 Competitive Events:

* Interview Skills – Cover Letter – Reonna
* Entrepreneurship – Aissata, Aliyah, Branden, Christian, and Hunter
* Financial Analyst Team – Prep – 2008 – Chayla, Joan, Sydney

Wednesday, January 6

Accounting I: 9-3 Work Together, On Your Own, Application

Accounting II: 14-3 Work Together, On Your Own, Application

MS Office: Word – *BPA Style Manual* – Tables without Borders

10 a.m. Prepare for Region 14 Competitive Events:

* Prepared Speech - Curtis
* Extemp Speech – Patrick
* HR Management - Caleb
* Financial Analyst Team – Prep – 2008 – Chayla, Joan, Sydney

Thursday, January 7

Accounting I: 9-4 Work Together, On Your Own, Application

Accounting II: 14-4 Work Together, On Your Own, Application

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

10 a.m. Prepare for Region 14 Competitive Events:

* Economic Research Individual - Noah
* Entrepreneurship – Aissata, Aliyah, Branden, Christian, and Hunter
* Financial Analyst Team – Prep – 2008 – Chayla, Joan, Sydney

Friday, January 8

BPA: Torch Awards Workshop

*Diplomat Torch Award (30/category) is due January 15, 2016. Do you qualify?*

Accounting I: 9-5 Application only

Accounting II: 14-5 Work Together, On Your Own, Application

*Looking ahead……* January 25-29 – REGION 14 HOMESITE TESTING (In Lab)

February 2 – REGION 14 JUDGED EVENTS (ECC, After School)

February 5 – REGION 14 AWARDS CEREMONY