Financial Services I

Competencies: Perform accounting procedures Week 3.2

 Explore human resource management

 Prepare documents using word processing

 Prepare for competition

Monday, January 11

Accounting I: 9-6 Mastery; 9-7 Challenge is Ex. Cr.

Accounting II: 14-6 Work Together, On Your Own, Application

MS Office: Word – *BPA Style Manual* – Agenda, p. 4

MicroType Pro: Lesson 14

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

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

Contest Prep: Complete ONE sample contest this week.

Tuesday, January 12

21st Century Skills with Mrs. Cobb

Wednesday, January 13

Accounting I: Complete C. 9 Study Guide

Accounting II: 14-7 Mastery; 14-8 Challenge is Ex. Cr.

MS Office: Word – *BPA Style Manual* – Itinerary, p. 7

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

* Prepared Speech - Curtis
* Extemp. Speech – Patrick
* Interview Skills – Reonna
* Financial Analyst Team – Chayla, Joan, Sydney

Thursday, January 14

Accounting I: Review C. 9 Study Guide in class together

Accounting II: Day #2 Mastery, Challenge

Bus. Principles: 8-2, p. 178 “Managing HR” – Lecture/Discussion/Activities

 In-Class Group Activities: p. 180, “Temp to Hire” and p. 184, #7

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

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

Friday, January 15 **Permission Forms due + BPA Diplomat Awards due (30 pts./category)**

Accounting I: C. 9 TEST

Accounting II: Day #3 Mastery, Challenge

MS Office: Word – *BPA Style Manual* – Minutes, p. 22

10 a.m. BPA: Sample contest reviews in groups

*Looking ahead……*



 January 25-29 - Region 14 Home Site Testing (In Lab)

 January 28 – Jean’s Day for January

 February 2 – JUDGED EVENTS – Begin at 3 p.m. @ Eastland CC

 February 5 – Region 14 Awards Ceremony – Central Crossing H.S.

*Are you working to collect Polar Plunge Money?*