FINANCIAL SERVICES II

Competencies: Perform accounting functions Week 2.2

 Perform spreadsheet operations such as macros

 Calculate interest-related business problems

 Determine safe credit card practices

 Prepare for competition and research topics

*All work is due on Friday unless otherwise noted.*

GET CANS IN

Monday, October 26

Accounting I: 22-1 Work Together, On Your Own, Application

Accounting II: 4-6 Mastery?/4-7 Challenge?

MS Office: Unit I, Skills Review, Excel pp. 219-220 “My Email” + “Email Stamp” + “FitToLand” + “Button Test”

Calculator: Lesson 31 – True Annual Interest Rate – Turn in completed answer sheet

Tuesday, October 27

Accounting I: 22-2 Work Together, On Your Own, Application

Accounting II: C. 4 Study Guide

Bus. Prin.: Money Management 8.2 – “Credit Cards and online Shopping”

 Complete 8.2 Handout – due today, end of lab

MS Office: Unit I, Ind. Chl. 2, Excel p. 221 “Sales Macro”

1:30 p.m. Economic Research Team (Colton, Cris, Leticia) – Meeting with Mrs. Briggs

Wednesday, October 28

Accounting I: 22-3 Work Together, On Your Own, Application

MS Office: Unit I, Ind. Chl. 3, Excel p. 222 “Office Test Now”

Calculator: Lesson 32 – Installment Buying – Turn in completed answer sheet

1:30 p.m. Global Marketing Team (Aaron, Arnold, Eduardo) – Meeting with Mrs. Briggs

Thursday, October 29

**10 a.m. GUEST SPEAKER: Tim McCarthy, Founder, Raising Cane’s Ohio, Room 1302 (CJ Lab)**

Accounting I: 22-4 Work Together, On Your Own, Application

Accounting II: Review C. 4 Study Guide

MS Office: Unit I, Visual Workshop, Excel p. 224 “Payroll”

Calculator: Lesson 33 – Prorating – Turn in completed answer sheet

1:30 p.m. Presentation Management Team (Kalei, Coco) – Meeting with Mrs. Briggs

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

**Deadline for $10 + Permission Slip + Workshop Selections for BPA State**

Accounting I: 22-5 Mastery; 22-6 Challenge is Ex. Cr.

Accounting II: C. 4 TEST

MS Office: Unit I TEST

1:30 p.m. Admin. Support Research Project (Abby) – Meeting with Mrs. Briggs

Looking ahead…..

* BPA Fall Leadership Conference, Greater Columbus Convention Center, Thursday, November 19
* BPA November Chapter Meeting, Friday, November 5 (Combined with SkillsUSA)
* Financial Services Recruitment, Thursday-Friday, November 12-13

*Assignment sheets available at http://financialservicesi.weebly.com*