FINANCIAL SERVICES II

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Competencies: Perform accounting operations Week 2.6

 Investigate business law in employment

 Create macros with spreadsheets

 Perform spreadsheet operations

Monday, November 30

MS Office: Unit K, Visual Workshop

Excel SAM: Log in Procedures – Hand out 18-digit codes

Complete Unit A Training – Turn in printout showing completion

Accounting I: 24-1 Work Together, On Your Own, Application

Accounting II: 5-4 Application only

Bus. Prin.: 10.1 Buying vs. Renting – Complete 10.1 Handouts

Tuesday, December 1

MS Office: Unit K TEST

Excel SAM: UNIT A TEST

Accounting I: 24-2 Work Together, On Your Own, Application

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

Bus. Prin.: 10.2 Buying vs. Renting – Complete 10.2 Handouts

Wednesday, December 2

MS Office: Unit L – Complete Chapter Work together

Excel SAM: Complete Unit B Training

Accounting I: 24-3 Mastery; 24-4 Challenge Ex. Cr.

Accounting II: Study Guide C. 5

Bus. Prin.: 10.3 Buying vs. Renting – Complete 10.3 Handouts

Thursday, December 3Open House – 6 p.m. to 8 p.m.

Jean’s Day

MS Office: Unit L – Concepts Review, Excel p. 290 (Key answers in Word)

Excel SAM: UNIT B TEST

Accounting I: C. 24 Study Guide/Check Over together

Accounting II: Review C. 5 Study Guide

Bus. Prin.: Quiz over Unit 10 Buying vs. Renting

**BPA Judged Event Practice Time: After School tonight until 8 p.m.**

Friday, December 4

Jean’s Day

MS Office: Unit L – Skills Review, Excel pp. 291-292 “Product Sales”

Excel SAM: Complete Unit C Training

Accounting I: C. 24 TEST

Accounting II: C. 5 TEST

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 **Special Olympics State Swimming Meet**

* + - * **December 6, 2015**
			* Leave ECC @ 7:30 a.m.
			* Return to ECC @ 1 p.m.
			* Wear Jeans and Bring $ for snacks