FINANCIAL SERVICES II

Competencies: Prepare for MOS Testing Week 3.4

 Present orally to audiences

Create Microsoft Office spreadsheets

Judge case studies and communicate results

*All work due on Friday unless otherwise noted.*

Monday, January 25

*Judged Event Forms – Individual-Team Event Forms need to be completed today (if not done already).*

Presentation Management Team – complete presentation – show draft of all to Mrs. B./Mr. S.

* 12:30 p.m. – Global Marketing Presentation
* 1 p.m. – Economic Research Team Presentation
* 1:30 p.m. – Administrative Research Project - Individual

SAM: Make sure Unit E Training/Testing is done end of lab today.

Organize all contest materials for Home Site Tests TODAY IN LAB. No Sample Contests.

Tuesday, January 26

Homesite Test #1

Advanced Spreadsheet (Patrice, Cris, Aaron) – 90 minutes

Banking & Finance (Leticia, Arnold) – 60 minutes

Intermediate Word Processing (Abby) – 60 minutes

Fundamental Spreadsheet (Colton, Andreus) – 90 minutes

SAM: Make sure Unit F Training/Testing is done end of lab today.

Wednesday, January 27

Homesite Test #2

Administrative Support Team (Kalei, CoCo, Eduardo) – 90 minutes

Personal Financial Management (Leticia, Cris, Aaron, Colton) – 60 minutes

Advanced Word Processing (Andreus) – 90 minutes

SAM: Make sure Unit G Training/Testing is done end of lab today.

Thursday, January 28 **JEAN’S DAY**

Homesite Test #3

Financial Math & Analysis (Kalei, CoCo, Andreus) – 60 minutes

Advanced Accounting (Patrice, Eduardo, Arnold) – 90 minutes

Payroll Accounting (Abby) – 90 minutes

Friday, January 29

Make-up Day for Homesite Contests

JUDGED EVENT PRESENTATIONS IN 2008: *All are invited to watch and share constructive feedback*

* 12:15 p.m. – Global Marketing Presentation
* 12:45 p.m. – Presentation Management Team
* 1:15 p.m. – Economic Research Team Presentation
* 1:45 p.m. – Administrative Research Project - Individual

Prepare all JUDGES FOLDERS today in lab.

*Are all of your SAM Items turned in?*

Tuesday, February 2

BPA Region 14 Judged Events @ Eastland Career Center

Are YOU Ready?