FINANCIAL SERVICES II

Competencies: Finalize scholarship applications Week 3.6

 Test spreadsheet skill levels

BPA WEEK

FEBRUARY 8-12, 2016

 Perform mail merge operations

*All work needs to be done by Friday.*

Monday, February 8

Morning Announcements: BPA Trivia – How much do you really know about BPA?

SAM: All Training and Exams from A-G need to be done today.

Complete CSCC, COTC or other teacher-approved scholarship application – **Due February 9**

**NOTE:** Date change since CSCC just put their application online

*NOTE: I will take care of mailing the scholarship applications through the school.*

Contest Review

Preparing for the Microsoft Office Certification Test

Tuesday, February 9

CHAPTER MEETING – 8:45 a.m. to 9:45 a.m.

 *Bring $ for Cancer Walk, if you wish to participate in that activity.*

SAM: Microsoft Office Comprehensive Test – First Review

ALL SCHOLARSHIP APPLICATIONS NEED TO BE FINALIZED TODAY

Wednesday, February 10

Polar Plunge Day – Students who raise the most $ on the website

SAM: Microsoft Office Comprehensive Test – Second Review

UPDATE ALL SENIOR RESUMES – Print one copy on resume paper and turn into the Main Office.

Thursday, February 11

Recite BPA Pledge to Advisor

9 a.m.: CSCC FIELD TRIP: Professional Dress, Lunch (Mrs. B.), **PHOTO I.D. Required**

SAM: Microsoft Office Comprehensive Test

Friday, February 12

Morning Announcements: BPA Trivia – How much do you really know about BPA?

Integration Project: How to Complete a Mail Merge

* Labels
* Letters



Have a nice Valentine’s Day

and 3-Day Weekend!