**Basic Business**

**April 6 – 10**

**What you will need:**

Workbook: *Keeping Financial Records*

Chapter 9 packet

Pen/pencil

Calculator

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/6** | **T 4/7** | **W 4/8** | **Th 4/9** | **F 4/10** |
| Join our Basic Business Team on Microsoft TEAMSMake a Post in our TEAM Discussion Board  | Reply to ONE classmate in TEAM Discussion BoardTurn-in a practice assignment | Study Ch 9 Terms | Watch the Video Lesson for Job 43-1 Calculating Due Dates  | Complete Problem 43-1. All tasks DUE Friday at 3:00 |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** |
|  |  |  |  |  |

**What you will learn:**

How to use Microsoft TEAMS! And keep records for Accounts Receivable Clerks.

**How you will complete your work:**

**Enroll in Basic Business TEAM**:

1. FIRST: If you plan to use your PHONE or tablet, you must Download the Microsoft Teams app ***before*** you join the class; you can also use Microsoft Teams through your computer. Instructions are in your email.

1. NEXT: You will have an invitation in your school e-mail to join our team. Follow the directions provided.
2. EXPLORE our Team: Click on EVERY tab and open EVERY folder.

**Make a POST in Basic Business TEAM:**

1. Open the document that was sent in your email called Microsoft TEAM Instructions. Use this to help learn how to use TEAM.
2. Once you open your Class, one the left side, click Discussion Board.
3. Find the POSTS tab. Start typing in the box as shown below, hit enter when done.
4. Your post should be a nice message to class: Tell us what you’ve been doing, how you are, etc. Reply a kind response to at least TWO classmates by clicking REPLY located under their original post.
5. Select GENERAL on the left hand side to get back to our classroom.

**TURN-IN A PRACTICE ASSIGNMENT**

1. You will take a photo of your work to turn-in, so practice that now. Ask someone to take a picture of what you are doing during quarantine (reading, sitting outside, doing a puzzle, on the computer, playing video games, etc.)

1. Make sure you are on GENERAL (left panel)
2. Select the ASSIGNMENTS tab
3. Under Assignments you will see the Social Distancing (optional) assignment. Click “+ Add Work” and select the photo you took for this practice assignment.
4. Once your item has loaded, click Turn In. Now is the time to contact me if you have problems with turning in an assignment.

**STUDY Ch 9 TERMS**

1. In TEAMS, you will find a Ch 9 Terms Quizlet in your Tabs under GENERAL. If you do not see the quizlet Tab, click the arrow next to “1 More”



1. Use Quizlet to study the Chapter 9 terms.

**WATCH VIDEO LESSON and Complete Job 43 Problem 1**

1. Chapter 9 pg. 345 TB/pg. 355 WB
2. In TEAMS, look for the Video Lessons on the left panel and open
3. At any point, if the video moves too fast, click pause and go back. You can also take notes, pausing when you need to.
4. Complete Job 43 Problem 1 in your workbook.

**Turn in Job 43 Problem 1**

1. Follow the instructions above for Turning in Practice Assignment
2. Take a photo of Problem 1 and turn it in to Assignment 43-1