**Basic Business**

**April 27 – May 1**

**What you will need:**

Workbook: *Keeping Financial Records*

Chapter 9 packet

Pen/pencil

Calculator

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/27** | **T 4/28** | **W 4/29** | **Th 4/30** | **F 5/1** |
| Check your grades in Skyward  Watch the Video Lesson for Job 47 Completing Using a Sales Journal pg. 367 TB/pg. 389 WB | Complete Problem 47-2 | Post to Discussion Board in TEAMS (read instructions below) | Watch the Video Lesson for Job 48 Sales Return & Allowance Journal pg. 372 TB/pg. 397 WB | Complete Problem 48-3 |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** | | | | |
|  |  |  |  |  |

**What you will learn:**

How to keep records for Accounts Receivable Clerks.

**How you will complete your work:**

**Check Skyward**

CP = COVID Pass

CI = COVID Incomplete (not passing)

Discussion Board Posts and Weekly Contact

10 = CP = posted on DB and followed the weekly Topic

5 = CP = did not post on DB or did not follow the weekly Topic, posted but did not reply or vice versa, made contact via email or assignment completion or other

0 = CI = did not post on DB, did not make contact, did not complete any assignments for the week

Weekly Assignments

Any grade above C- = CP = assignment is satisfactory

Any grade below C- = CI = must work to improve assignment

0 = CI = did not submit assignment

Send me a “Chat” in Teams if you think something is incorrect in Skyward.

**WATCH VIDEO LESSON and Complete Problems stated in calendar above**

1. In TEAMS, look for the Video Lessons on the left panel and open
2. At any point, if the video moves too fast, click pause and go back. You can also take notes and complete the sample problem, pausing when you need to.
3. Complete the assigned problems in your workbook.

**Turn in Problems to the CORRECT Assignment link**

1. From a computer: General > Tabs across the top: Assignment
2. From a phone: General > More > Assignments
3. Take a photo of each problem (might have to take more than one photo if it goes onto 2 pages) and upload to the CORRECT assignment.

**Make a Discussion Board POST in Teams**

1. One the left side of your Team, click Discussion Board.
2. Post: An unwritten rule is something that isn’t really a specific rule, but people tend to follow it ‘just because’ or maybe it’s kind of tradition or a rite of passage. List at least 3 unwritten rules in your life (school, home, work, sports, clubs, with friends, with family, etc.). Pick one and describe why you love to follow or hate to follow it! Don’t repeat rules that classmates have already mentioned! (hint: I can think of unwritten high school parking lot rules!)
3. REPLY to TWO (or all!) of your classmates –give your opinion, relate, discuss, have a conversation, chime in! At least a couple sentences.