**Basic Business**

**May 18-22**

**What you will need:**

Workbook: *Keeping Financial Records*

Chapter 9 packet

Pen/pencil

Calculator

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 5/18** | **T 5/19** | **W 5/20** | **Th 5/21** | **F 5/22** |
| Check your grades in SkywardComplete Ch 9 Test | Complete Ch 9 Test  | Post to Discussion Board in TEAMS (read instructions below)Complete Ch 9 Test  | Complete Ch 9 Test  | Complete Ch 9 Test  |
| **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**

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

**Complete Chapter 9 Test**

1. The test is located as an attachment on the Ch 9 Test Assignment link and under Files > Class Materials
2. If you have a printer, print and complete
3. If you do not have a printer (no worries! I don’t either!), just write the answers on a piece of paper and do your best to sketch out the customer account ledgers and customer statement.

**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: Where would you rather live: beach, mountains, desert, or plains. Explain why in detail and pick a city/town in the US. It can be right here in central Illinois! --that would be plains. (I’m really torn. I love the beach, but love the mountains too. I think if I had to choose, I would choose the mountains, specifically Ft. Collins, Colorado. The air is so clear and refreshing, it just feels different when you breath. Everyone exercises there too. I love to be outside and hike, bike, explore. It snows, but they say it’s actually not too bad. I think it would be an overall healthy environment to live in. But I will have to visit the beach on occasion! –in my dream world, of course!)
3. REPLY to TWO (or all!) of your classmates –give your opinion, relate, discuss, have a conversation, chime in! At least a couple sentences.