

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 22
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create and manage worksheets in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Create Weekly Assignment April 22-26 Excel PowerPoint and notes. 	<p>Academic Standards:</p> <p>1.0 Apply Word processing software to produce documents.</p> <p>3.0 Use Spreadsheet Software to Produce</p>
Tuesday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Excel It! Expense Report 	<p>Academic Standards:</p> <p>3.1 Create and manage worksheets and workbooks</p> <p>3.2 Manage data cells and ranges</p> <p>3.4 Perform operations with formulas and functions</p>
Wednesday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Excel It! Expense Report 	<p>Academic Standards:</p> <p>3.1 Create and manage worksheets and workbooks</p> <p>3.2 Manage data cells and ranges</p> <p>3.4 Perform operations with formulas and functions</p>
Thursday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Petty Cash PowerPoint and Notes Petty Cash Excel Worksheet Submit Weekly Assignment April 22-26. 	<p>Academic Standards:</p> <p>3.1 Create and manage worksheets and workbooks</p> <p>3.2 Manage data cells and ranges</p> <p>3.4 Perform operations with formulas and functions</p> <p>4.2 Create and manage messages.</p>

Friday	Notes: No School – PD	Objective: Lesson Overview:	Academic Standards:
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