Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 29
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	Objective: Students will learn to create and manage worksheets in Excel. Lesson Overview: • Create Weekly Assignment April 29-May 3. • Excel Petty Cash • Excel Bank Deposit	Academic Standards: 1.0 Apply Word processing software to produce documents. 3.0 Use Spreadsheet Software to Produce 3.1 Create and manage worksheets and workbooks 3.2 Manage data cells and ranges 3.4 Perform operations with formulas and functions
Tuesday	Notes:	Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel. . Lesson Overview: • Excel Charts Instruction and Creation.	Academic Standards: 3.1 Create and manage worksheets and workbooks 3.2 Manage data cells and ranges 3.4 Perform operations with formulas and functions 3.5 Create charts and objects
Wednesday	Notes:	Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel. Lesson Overview: • Excel Graphs Instruction and Creation.	Academic Standards: 3.1 Create and manage worksheets and workbooks 3.2 Manage data cells and ranges 3.4 Perform operations with formulas and functions 3.5 Create charts and objects.

Thursday	Notes:	Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel. Lesson Overview: • Excel Balance Sheet Instruction and Creation. • Submit Weekly Assignment April 29-May 3.	Academic Standards: 3.1 Create and manage worksheets and workbooks 3.2 Manage data cells and ranges 3.4 Perform operations with formulas and functions 4.2 Create and manage messages.
Friday	Notes: "B" Day – FBLA Friday	Objective: Students will learn to insert graphic icons, shapes, and designs and create a cover letter. Lesson Overview: • Job Interview Continued • Complete cover letter • Begin Mock Interviews	Academic Standards: 1.0 Apply Word Processing Software to Produce Documents ADE – CTSO