

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: May 6
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	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"> • Create Weekly Assignment May 6-10. • Excel Balance Sheet PowerPoint • Excel Balance Sheet Workbook 	<p>Academic Standards:</p> <p>1.0 Apply Word processing software to produce documents.</p> <p>3.0 Use Spreadsheet Software to Produce</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>
Tuesday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Excel General Ledger PowerPoint • Excel General Ledger Workbook 	<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>3.5 Create charts and objects</p>
Wednesday	Notes:	<p>Objective: Students will apply learning by taking an assessment on Excel worksheets and workbooks.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Excel Review • Excel Quiz 	<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>3.5 Create charts and objects.</p>

Thursday	Notes:	<p>Objective: Students will learn to create and manage calendars and meetings.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Meetings PowerPoint and Notes. Create a calendar invite to Mrs. Blake. 	<p>Academic Standards:</p> <p>4.3 Create and manage calendars and meetings.</p> <p>8.1 Prepare and assemble materials and documentation for meetings.</p> <p>8.3 Take notes and prepare meeting minutes and related documentation.</p>
Friday	Notes: "B" Day – FBLA Friday	<p>Objective: Students will learn about various business practices and principles.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> FBLA at the Bell Videos and Worksheet 	<p>Academic Standards:</p> <p>Business Operations</p> <p>ADE – CTSO</p>