

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 6, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel and learn what Petty Cash is and how maintain a record of spending.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create Weekly Assignment November 6-10. • Petty Cash PowerPoint and Notes • Begin Petty Cash Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Create Documents</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>11.1 Perform transactions to manage petty cash.</p>
Tuesday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel and learn what Petty Cash and bank deposits are and how to maintain a record of each.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Complete Petty Cash Spreadsheet • Bank Deposit PowerPoint and Notes 	<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>11.1 Perform transactions to manage petty cash and banking procedures.</p> <p>4.2 Create and manage messages.</p>

Wednesday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel and learn what bank deposits are and how maintain a record of deposit</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Bank Deposit Spreadsheet 	<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>
Thursday	Notes:	<p>Objective: Students will review key terms and definitions from Excel, Expense Reports, Petty Cash, and Bank Deposits.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Key terms and definitions worksheet. 	<p>Academic Standards:</p> <p>3.1; 3.2; 3.3; 3.4; 3.5; 11.1; 11.3</p>
Friday	<p>Notes:</p> <p>No School – Veteran’s Day</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>