

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 27, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create charts and graphs in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Create Weekly Assignment November 27 – Dec. 1<sup>st</sup>.</li> <li>Create Graph in Excel from Expense Report.</li> </ul>	<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>
Tuesday	Notes:	<p>Objective: Students will learn to create worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Create Balance Sheet in Excel</li> </ul>	<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>11.2 Maintain accurate balance sheets.</p>

Wednesday	Notes:	<p>Objective: Students will learn to create worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Create Ledger in Excel</li> <li>• Email Weekly Assignment November 27-Dec. 1<sup>st</sup>.</li> <li>• Email Workbooks with Expense Report Graph, Balance Sheet, and Ledger.</li> </ul>	<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> <p>4.2 Create and manage messages.</p> <p>11.2 Maintain accurate balance sheets/ledgers.</p>
Thursday	Notes:	<p>Objective: Students will apply learning by taking an assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Excel Kahoot</li> <li>• Excel Quiz</li> </ul>	<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> <p>11.2 Maintain accurate balance sheets/ledgers.</p>
Friday	<p>Notes:</p> <p>'A' Day – No BOSS</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>

