

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 14, 2025
School Year: 2024-25		Subject: Business Operations	
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"> • Typing Club bell work, 10 Minutes, 45 WPM • Create Weekly Assignment April 14-17 • Excel It! Expense Report 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</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"> • Typing Club bell work, 10 Minutes, 45 WPM • Excel It! Expense Report 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
Wednesday	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"> • Typing Club bell work, 10 Minutes, 45 WPM • Petty Cash PowerPoint and Notes • Petty Cash Worksheet • Submit Weekly Assignment April 14-17 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>6.1 Manage and reconcile petty cash.</p>

Thursday	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"> • 2025-2026 Registration • Key terms and definitions crossword 	<p>Academic Standards:</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>6.1 Manage and reconcile petty cash.</p>
Friday	<p>Notes:</p> <p>No School</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>