

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 23, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create documents and presentations and learn to prepare travel arrangements.</p> <p>.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create Weekly Assignment October 23-27 • Include name, block, and assignment name • Include 2 screen prints of MOSS/BOSS grades • Select event in a different state that coincides with business selection. • Select travel accommodations including air, hotel, and transportation. • Create a PowerPoint and a Word document with travel plans and itinerary. 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>9.1 Select suitable lodging and transportation to arrange travel.</p> <p>9.2 Plan travel and meeting itinerary.</p> <p>2.1 Create presentation.</p> <p>2.2 Insert and format text, shapes, and images.</p> <p>2.4 Apply transitions, animations, and timing.</p>
Tuesday	Notes:	<p>Objective: Students will learn to create documents and presentations and learn to prepare travel arrangements.</p> <p>.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Select event in a different state that coincides with business selection. • Select travel accommodations including air, hotel, and transportation. • Create a PowerPoint and a Word document with travel plans and itinerary. 	<p>Academic Standards:</p> <p>9.1 Select suitable lodging and transportation to arrange travel.</p> <p>9.2 Plan travel and meeting itinerary.</p> <p>2.1 Create presentation.</p> <p>2.2 Insert and format text, shapes, and images.</p> <p>2.4 Apply transitions, animations, and timing.</p>

Wednesday	Notes:	<p>Objective: Students will apply learning and be assessed on preparing travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Travel Arrangements Quiz Review • Travel Arrangements Quiz 	<p>Academic Standards:</p> <p>9.0 Prepare Travel Arrangements</p> <p>9.1 Select suitable lodging and transportation to arrange travel.</p> <p>9.2 Plan travel and meeting itinerary.</p>
Thursday	Notes:	<p>Objective: Students will learn to create and manage worksheets in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Excel PowerPoint and Notes • Submit Weekly Assignment October 23-27. 	<p>Academic Standards:</p> <p>3.0 Use Spreadsheet Software to Produce Documents</p> <p>4.2 Create and manage messages.</p>
Friday	<p>Notes:</p> <p>FBLA Friday</p>	<p>Objective: Students will learn about Future Business Leaders of America (FBLA) categories and competitions and prepare a Sales Presentation.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Watch FBLA Competition video • Watch Sales Presentation • Create Sales Presentation with assigned group. 	<p>Academic Standards:</p> <p>Incorporate CTSO (Career & Technical Student Organization) teaching into CTE programs – AZDOE CTE</p>