

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 13, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create documents and learn what their professional interests entail by participating in job shadows. Students will also learn what is entailed in running a business.</p> <p>·</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Create Weekly Assignment November 13-17.</li> <li>• Job Shadows</li> <li>• Entrepreneurial Expedition.</li> </ul>	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>CTE – Career Readiness.</p>
Tuesday	Notes:	<p>Objective: Students will learn what their professional interests entail by participating in job shadows. Students will also learn what is entailed in running a business.</p> <p>·</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Job Shadows</li> <li>• Entrepreneurial Expedition.</li> </ul>	<p>Academic Standards:</p> <p>CTE – Career Readiness.</p>
Wednesday	Notes:	<p>Objective: Students will learn what their professional interests entail by participating in job shadows. Students will also learn what is entailed in running a business.</p> <p>·</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Job Shadows</li> <li>• Entrepreneurial Expedition.</li> </ul>	<p>Academic Standards:</p> <p>CTE – Career Readiness.</p>
Thursday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel and learn how to create charts and graphs.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Create a chart and graph from Excel Expense Report and submit it via email.</li> <li>• Submit Weekly Assignment November 13-17 via email.</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>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"> <li>• Watch Sales Presentation</li> <li>• Create Sales Presentation with assigned group.</li> <li>• Present Sales Presentation</li> </ul>	<p>Academic Standards:</p> <p>Incorporate CTSO (Career &amp; Technical Student Organization) teaching into CTE programs – AZDOE CTE</p>
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