

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 20, 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"> Create Chart in Excel. Email Mrs. Blake 	<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>
Tuesday	Notes:	<p>Objective: Students will learn the need for ethical behavior in the workplace.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Business Model Dissection View video illustrating various aspects of business and ethical dilemmas. 	<p>Academic Standards:</p> <p>13.0 Demonstrate knowledge of the need for ethical behavior in the workplace.</p>
Wednesday	<p>Notes:</p> <p>No School – Thanksgiving</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>
Thursday	<p>Notes:</p> <p>No School – Thanksgiving</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>

Friday	<div>Notes:</div> <div>No School – Thanksgiving</div>	<div>Objective:</div> <div>Lesson Overview:</div>	<div>Academic Standards:</div>
--------	---	---	--------------------------------