

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: October 2, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will practice creating documents including a weekly assignment and will learn to prepare travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Creation of 'Weekly Assignment October 2-5" with graphic elements. Travel Arrangements PowerPoint and notes. 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>9.0 Prepare Travel Arrangements</p>
Tuesday	<p>Notes:</p> <p>Midterms 1a, 1b, 2a, 2b</p>	<p>Objective: Students will apply learning by taking midterm exams.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Business Operations midterm exam. Q1 File Management Assessment 	<p>Academic Standards:</p> <p>1.1; 1.3; 4.1; 4.2; 6.1; 6.2; 6.3; 6.4; 6.5; 6.6; 7.0; 7.3; 7.4; 10.1; 10.2</p>
Wednesday	<p>Notes:</p> <p>Midterms 3a, 3b</p>	<p>Objective: Students will apply learning by taking midterm exams.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Business Operations midterm exam. Q1 File Management Assessment 	<p>Academic Standards:</p> <p>1.1; 1.3; 4.1; 4.2; 6.1; 6.2; 6.3; 6.4; 6.5; 6.6; 7.0; 7.3; 7.4; 10.1; 10.2</p>
Thursday	Notes:	<p>Objective: Students will apply learning by creating a PowerPoint presentation on the travel arrangements they have prepared.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Students will select an event relative to the business they did their Business Plan and Business Proposal on. Students will create a PowerPoint presentation. 	<p>Academic Standards:</p> <p>9.0 Prepare Travel Arrangements</p> <p>2.0 Compose Documents for Presentation</p>
Friday	<p>Notes:</p> <p>No School – Fall Break</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>

