

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 11, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will create a new document for weekly assignment September 11-15. Students will complete creation of personal, professional resume and submit for grading.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Creation of 'Weekly Assignment Sept. 11-15 • Complete creation of resume, submit for grading. 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes, and images</p>
Tuesday	Notes:	<p>Objective: Students will be assessed on their knowledge the appropriate formatting and fundamental elements of resumes. Students will be introduced to the job application process.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Resume Quiz Review • Resume Quiz • Job Application PowerPoint and Notes 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes, and images</p>
Wednesday	Notes:	<p>Objective: Students will complete and submit a job application.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Job application completion and submittal. 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes, and images</p>

Thursday	Notes:	<p>Objective: Students will learn what a business plan is and the essential elements an entrepreneur must consider when opening a business.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business Plan PowerPoint and notes • Submit Weekly Assignment September 11-15 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes, and images</p>
Friday	Notes: 'B' Day	<p>Objective: FBLA Friday. PSA announcement utilizing project management skills.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Complete PSA draft • Record 30 second PSA video in front of green screen 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>