

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 18, 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 implement the fundamental elements of a business plan.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Creation of 'Weekly Assignment Sept. 18-22 with graphic elements.</li> <li>• Create a business plan and include shapes, SmartArt, and other fundamental elements.</li> </ul>	<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 practice creating documents by concluding their business plan with all essential elements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Create a business plan and include shapes, SmartArt, and other fundamental elements.</li> <li>• Practice email etiquette and attachments by submitting completed business plans.</li> </ul>	<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> <p>4.2 Apply email skills</p>
Wednesday	Notes:	<p>Objective: Students will be assessed on their understanding of the fundamental elements of a business plan. Students will learn the characterizations of Universal Resource Locations (URLs) and associated protocols.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Business plan quiz review.</li> <li>• Business plan quiz.</li> <li>• Universal Resource Locations (URLs) PowerPoint and notes.</li> </ul>	<p>Academic Standards:</p> <p>12.1 Characterize Universal Resource Locators (URLs) and associated protocols.</p>

Thursday	Notes:	<p>Objective: Students will be assessed on their understanding of Universal Resource Locators (URLs) and navigating the internet. Students will learn about making travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• URL and Navigating the Internet quiz review.</li> <li>• URL and Navigating the Internet quiz.</li> <li>• Introduction to Travel Arrangements.</li> </ul>	<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	<p>Notes:</p> <p>'A' Day – No BOSS</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>