

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 16, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes: No School – Professional Development	Objective: . Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will practice creating documents and learn to prepare travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • Creation of 'Weekly Assignment October 16-20' with graphic elements. • Travel Arrangements PowerPoint and notes. 	Academic Standards: 1.1 Create Documents 9.0 Prepare Travel Arrangements.
Wednesday	Notes:	Objective: Students will apply learning and create a presentation with a travel itinerary and travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • Select event in a different state that coincides with business selection. • Select travel accommodations including air, hotel, and transportation. • Create a PowerPoint and a Word document with travel plans and itinerary. 	Academic Standards: 9.1 Select suitable lodging and transportation to arrange travel. 9.2 Plan travel and meeting itinerary. 2.1 Create presentation. 2.2 Insert and format text, shapes, and images. 2.4 Apply transitions, animations, and timing.

Thursday	Notes:	<p>Objective: Students will apply learning and create a presentation with a travel itinerary and travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Select event in a different state that coincides with business selection. • Select travel accommodations including air, hotel, and transportation. • Create a PowerPoint and a Word document with travel plans and itinerary. 	<p>Academic Standards:</p> <p>9.1 Select suitable lodging and transportation to arrange travel.</p> <p>9.2 Plan travel and meeting itinerary.</p> <p>2.1 Create presentation.</p> <p>2.2 Insert and format text, shapes, and images.</p> <p>2.4 Apply transitions, animations, and timing.</p>
Friday	<p>Notes:</p> <p>'A' Day – No Boss</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>