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Name: Bridgette Blake			Grading Quarter: Q2		Week Beginning: October 16, 2023	
School Year: 2023 - 2024			Subject: Business Operations Specialist Support (BOSS)			
SCHOOL TEAL. 2025 - 2024			Subject. Business Operations Specialist Support (BOSS)			
	Notes:	Objective:			Academic Standards:	
Monday	No School – Professional Development	Lesson Overview:			Standards.	
Tuesday	Notes:	Objective: Students will practice creating documents and learn to prepare travel arrangements.  Lesson Overview:  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:  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.		

	Notes:	Objective: Students will apply learning and create a presentation with a	Academic
		travel itinerary and travel arrangements.	Standards:
			9.1 Select suitable
		Lesson Overview:	lodging and
		<ul> <li>Select event in a different state that coincides with business</li> </ul>	transportation to
		selection.	arrange travel.
		<ul> <li>Select travel accommodations including air, hotel, and</li> </ul>	9.2 Plan travel and
7		transportation.	meeting itinerary.
Thursday		Create a PowerPoint and a Word document with travel plans and	2.1 Create
sd		itinerary.	presentation.
ye			2.2 Insert and
			format text,
			shapes, and
			images.
			2.4 Apply
			transitions,
			animations, and
			timing.
	Notes:	Objective:	Academic
	'A' Day –		Standards:
F	No Boss	Lesson Overview:	
Friday	100 0033	Lesson Overview.	
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