**Setting Up Shop**

**Independent Practice Assignments**

* **Floor Plan Diagram Assignment #1 –** Using word processing software,students will create a floor plan diagram of what their office would look like if they were beginning an online business, knowing that more than just a laptop may be required. Students should also list somewhere on the diagram the software they would like to have to use in their business.
* **Virtual Assistant Job Description Newsletter Assignment #2 –** Students willresearch on the Internet to locate three different job descriptions from different companies’ job openings for a ‘virtual assistant’ and create a newsletter summarizing their findings. They will create a one-page, two-column newsletter that is attractive, easy to read, with separate sections for the definition of a virtual assistant and the three job descriptions. Each section should be identified with separate paragraph headings or subtitles that add creativity to the document.
* **Gantt Scheduling Chart Assignment #3** – Students will use spreadsheet orother software to create a Gantt chart that shows the amount of time a virtual business owner might spend on tasks as compared to the tasks and time spent by a virtual assistant. Think of all the tasks that may need to be completed by the owner and the virtual assistant and estimate how much time would be required to complete them.