

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 4, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:  No School Labor Day	Objective:  Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will be assessed on their knowledge of inserting and formatting images and the appropriate formatting for business letters.  Lesson Overview: <ul style="list-style-type: none"> <li>• Creation of 'Weekly Assignment Sept. 3-8</li> <li>• Letterhead and Business Letter Quiz Review</li> <li>• Letterhead and Business Letter Quiz</li> <li>• Completion and submittal of Business Letter</li> </ul>	Academic Standards: 1.1 Create Documents 1.5 Insert and format graphic elements 2.2 Insert and format text, shapes and images
Wednesday	Notes:	Objective: Students will learn the fundamental elements of a professional resume and begin creation of their own resume.  Lesson Overview: <ul style="list-style-type: none"> <li>• Resume PowerPoint and notes.</li> <li>• Select template and create personal resume.</li> </ul>	Academic Standards: 1.1 Create Documents 1.5 Insert and format graphic elements 2.2 Insert and format text, shapes and images
Thursday	Notes:  'B' Day (Shortened schedule, Parent/Teacher Conferences)	Objective: Students will complete creation of personal, professional resume and submit for grading.  Lesson Overview: <ul style="list-style-type: none"> <li>• Complete creation of resume, submit for grading.</li> <li>• Submit weekly assignment.</li> </ul>	Academic Standards: 1.1 Create Documents 1.5 Insert and format graphic elements 2.2 Insert and format text, shapes and images

Friday	Notes:	Objective:	Academic Standards:
	'A' Day No BOSS	Lesson Overview:	