

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: March 18
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes: No School – Professional Development	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn to research different job openings and complete a fillable PDF. Lesson Overview: <ul style="list-style-type: none"> • Create Weekly Assignment March 18-22. • Job Application PowerPoint and notes. • Research different job openings on the BRUSD website. • Complete a fillable PDF job application and submit via email. 	Academic Standards: 1.1 Use word processing software to create and manage documents. 1.5 Insert and format graphic elements. 2.2 Insert and format text, shapes, and images.
Wednesday	Notes:	Objective: Students will learn the characterizations of Universal Resource Locations (URLs) and associated protocols and navigating the internet. Lesson Overview: <ul style="list-style-type: none"> • URL PowerPoint and notes. 	Academic Standards: 1.1 Create Documents 12.1 Characterize Universal Resource Locators (URLs) and associated protocols.
Thursday	Notes:	Objective: Students will be assessed on their understanding of Universal Resource Locators (URLs) and navigating the internet. Students will learn about making travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • URL and Navigating the Internet quiz review. • URL and Navigating the Internet quiz. • Travel arrangement PowerPoint and notes. 	Academic Standards: 12.1 Characterize Universal Resource Locators (URLs) and associated protocols. 9.0 Prepare travel arrangements.

Friday	Notes:	<p>Objective: Students will learn project management skills by creating a public service announcement (PSA).</p> <p>Lesson Overview:</p> <ul style="list-style-type: none">• Present PSA	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>
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