Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 1
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	Objective: Students will learn about job shadow experiences and receive their job shadow appointment. Lesson Overview: • Create Weekly Assignment April 1-4. • Job Shadow Presentation by Mrs. Cox.	Academic Standards: CTE – Career & College Readiness
Tuesday	Notes:	Objective: Students will learn to make travel arrangements. Lesson Overview: • Watch video on travel arrangement tips. • Give One – Get One Active Listening. • Read Travel Arrangement document. • 12 Sentence Summary in Weekly Assignment April 1 - 5	Academic Standards: 9.0 Prepare travel arrangements.
Wednesday	Notes:	Objective: Students will learn to make travel arrangements. Lesson Overview: • Student will create PowerPoint with travel arrangements.	Academic Standards: 9.0 Prepare travel arrangements.
Thursday	Notes:	Objective: Students will learn to make travel arrangements. Lesson Overview: • Student will create PowerPoint with travel arrangements.	Academic Standards: 9.0 Prepare travel arrangements.
Friday	Notes: No BOSS – 'A' Day	Objective: Lesson Overview:	Academic Standards: