Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 8
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	Objective: Students will learn to create travel arrangements. Lesson Overview: • Create Weekly Assignment April 8-12 • Travel arrangement project completion. • Knowledge Matters Virtual Business	Academic Standards: 1.0 Apply Word processing software to produce documents. 9.0 Prepare travel arrangements. 12.0 Demonstrate proficiency navigating the internet.
Tuesday	Notes:	Objective: Students will learn proficiency in navigating the internet. Lesson Overview: • Knowledge Matters Virtual Business	Academic Standards: 9.0 Prepare travel arrangements. 12.0 Demonstrate proficiency in navigating the internet.
Wednesday	Notes:	Objective: Students will learn proficiency in navigating the internet. Lesson Overview: • Knowledge Matters Virtual Business	Academic Standards: 9.0 Prepare travel arrangements. 12.0 Demonstrate proficiency in navigating the internet.
Thursday	Notes:	Objective: Students will learn to communicate effectively using telephone and email skills. Lesson Overview: • Students will call the job shadow host and confirm the appointment. • Students will draft emails to teachers regarding their absence. • Students will complete paperwork for their job shadow experience.	Academic Standards: 4.0 Apply email skills 10.0 Demonstrate telephone skills

Friday	Notes:	Objective: Students will learn to insert graphic icons, shapes, and designs and create a cover letter. Lesson Overview: • Job Interview Continued • Create cover letter • Select class job interview questions	Academic Standards: 1.0 Apply Word Processing Software to Produce Documents ADE – CTSO