

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: August 28
School Year: 2023		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will select their top four interests from their career exploration and fill out their forms for their job shadow experience. They will create a new document and begin a lab creating letterhead for Blue Ridge.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Complete job shadow interest form • Create their weekly assignment Word document • Begin creation of their BR Letterhead document with shapes and images. 	<p>Academic Standards:</p> <p>6.1 Explore Career Opportunities</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes and images</p>
Tuesday	Notes:	<p>Objective: Students will complete their creation of a BR letterhead document. They will begin a lab creating a letterhead for their selected business.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Use their experience from creating a standard BR Letterhead to create their own letterhead for the business they selected for the remainder of the semester. 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes and images</p>
Wednesday	Notes:	<p>Objective: Students will complete their own letterhead and draft a professional business letter requesting approval of their business selection.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business Letter PowerPoint and notes • Draft a professional letter to Mrs. Blake requesting approval for their business selection. 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes and images</p>

Thursday	Notes:	<p>Objective: Students will be assessed on their knowledge of inserting and formatting images and the appropriate formatting for business letters.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Letterhead and Business Letter Quiz Review • Letterhead and Business Quiz • Submittal of Letterhead, Business Letter and Weekly Assignment 	<p>Academic Standards:</p> <p>1.1 Create Documents</p> <p>1.5 Insert and format graphic elements</p> <p>2.2 Insert and format text, shapes and images</p>
Friday	Notes: NO School	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>