

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: March 4
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to insert and format graphic elements and the fundamental elements of a professional resume and begin creation of their own resume.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Create Weekly Assignment March 4-8</li> <li>• Resume PowerPoint</li> <li>• Create Resume</li> </ul>	<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>
Tuesday	Notes:	<p>Objective: Students will learn to insert and format graphic elements and the fundamental elements of a professional resume and begin creation of their own resume.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Complete Resume</li> <li>• Midterm Review</li> </ul>	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>1.5 Insert and format graphic elements.</p> <p>2.2 Insert and format text, shapes, and images.</p>
Wednesday	<p>Notes:</p> <p>Midterms Block 1 &amp; 3</p>	<p>Objective: Students will apply learning by taking a midterm assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Midterm assessment.</li> </ul>	<p>Academic Standards:</p> <p>1.0; 6.0; 7.0; 10.0;</p>
Thursday	<p>Notes:</p> <p>Midterms Block 2 &amp; 4</p>	<p>Objective: Students will apply learning by taking a midterm assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Midterm assessment.</li> </ul>	<p>Academic Standards:</p> <p>1.0; 6.0; 7.0; 10.0</p>

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