

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: December 4, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create and manage calendars and meetings.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create Weekly Assignment December 4 -8th. • Meetings PowerPoint and Notes. • Create a calendar invite to Mrs. Blake. 	<p>Academic Standards:</p> <p>4.3 Create and manage calendars and meetings.</p> <p>8.1 Prepare and assemble materials and documentation for meetings.</p> <p>8.3 Take notes and prepare meeting minutes and related documentation.</p>
Tuesday	Notes:	<p>Objective: Students will learn to create and manage calendars and meetings.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Open Weekly Assignment December 4-8th. • Agenda Scavenger Hunt. • Email Weekly Assignment December 4-8th to Mrs. Blake. 	<p>Academic Standards:</p> <p>4.2 Create and Manage messages.</p> <p>4.3 Create and manage calendars and meetings.</p> <p>8.1 Prepare and assemble materials and documentation for meetings.</p> <p>8.3 Take notes and prepare meeting minutes and related documentation.</p>
Wednesday	Notes: "Sub"	<p>Objective: Students will learn the basic elements of finances and how to manage various forms of payment options.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Everfi Simulation – Financial Literacy 	<p>Academic Standards:</p> <p>11.0 Maintain records and reports.</p> <p>11.4 Identify various forms of business payment options.</p>

Thursday	Notes: "Sub"	<p>Objective: Students will learn the basic elements of finances and how to manage various forms of payment options.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Everfi Simulation – Financial Literacy • 	<p>Academic Standards:</p> <p>11.0 Maintain records and reports.</p> <p>11.4 Identify various forms of business payment options.</p>
Friday	Notes: "Sub"	<p>Objective: Students will learn the basic elements of finances and how to manage various forms of payment options.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Everfi Simulation – Financial Literacy 	<p>Academic Standards:</p> <p>11.0 Maintain records and reports.</p> <p>11.4 Identify various forms of business payment options.</p>