

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 22
School Year: 2024		Subject: Business Office Support Systems (BOSS)	
Monday	Notes:	<p>Objective: Students will learn telephone skills to communicate effectively including taking and leaving messages.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Compose telephone voicemail and leave voicemail. • Listen to voicemails and write messages. • Quiz 	<p>Academic Standards:</p> <p>10.2 Use professional telephone etiquette.</p>
Tuesday	Notes:	<p>Objective: Students will learn to communicate appropriately through email.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Email Etiquette PowerPoint and notes • Email etiquette video • Draft appropriate emails throughout semester 	<p>Academic Standards:</p> <p>4.0 Apply communication, collaboration, and email skills.</p>
Wednesday	Notes:	<p>Objective: Students will learn about the different career opportunities for business assistants.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business Assistant PowerPoint and notes. • Select a potential career and determine what type of business assistant would be employed. 	<p>Academic Standards:</p> <p>6.1 Differentiate between the job functions/descriptions associated with various business assistant positions.</p>
Thursday	Notes:	<p>Objective: Learn the functions of a business assistant.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business assistant skills PowerPoint and notes. • Search on internet job sites for a business assistant and answer the assigned questions. 	<p>Academic Standards:</p> <p>6.0 Demonstrate an understanding of the functions and responsibilities of a business assistant.</p>

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