

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 29
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will apply learning by being assessed on safety in the workplace.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Safety in the Workplace Review Safety in the Workplace quiz Create weekly assignment January 29-Feb. 2 	<p>Academic Standards:</p> <p>8.5 Identify standard safety precautions in the workplace.</p> <p>1.1 Use word processing software to create and manage documents.</p>
Tuesday	Notes:	<p>Objective: Students will learn the job functions of various business assistant positions.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Business assistant PowerPoint and notes. 	<p>Academic Standards:</p> <p>6.1 Differentiate between the job functions/descriptions associated with various business assistant positions.</p>
Wednesday	Notes:	<p>Objective: Students will learn the functions and responsibilities of a business assistant.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Business assistant functions PowerPoint and notes. 	<p>Academic Standards:</p> <p>6.0 Demonstrate an understanding of the functions and responsibilities of a business assistant.</p>
Thursday	Notes:	<p>Objective: Students will learn and practice specific business support staff duties including notarization and medallion/signature guarantee and how to prepare a physical mailing.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Notarization/signature guarantee/physical mailing PowerPoint. Review notarized documents Prepare physical mailing Quiz 	<p>Academic Standards:</p> <p>6.5 Explain the purpose of notarization and medallion/signature guarantee.</p> <p>6.6 Prepare a physical mailing.</p>
Friday	Notes: FBLA Friday	<p>Objective: Students will learn project management skills by creating a public service announcement (PSA).</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Complete PSA draft Record 30 second PSA video 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>