

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 5
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will apply learning by being assessed on business assistant careers and skills and create and manage documents.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Prepare a physical mailing • Business assistant career and skills review. • Business assistant career and skills quiz. • Create weekly assignment February 5 – 9. 	<p>Academic Standards:</p> <p>6.0 Demonstrate an understanding of the functions and responsibilities of a business assistant.</p> <p>6.5 Explain the purpose of notarization and medallion/signature guarantee.</p> <p>6.6 Prepare a physical mailing.</p> <p>1.1 Use word processing software to create and manage documents.</p>
Tuesday	Notes:	<p>Objective: Students will learn the functions of management and their relationship to business operations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Functions of Management PowerPoint • Create table 	<p>Academic Standards:</p> <p>6.3 Compare and contrast the functions of management</p>
Wednesday	Notes:	<p>Objective: Students will learn the four elements of project management.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Project Management breakdown PowerPoint • Review two expeditions to determine the leader's project management success or failure. 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>

Thursday	<p>Notes:</p> <p>“A” Day – No BOSS</p> <p>Parent/Teacher Conferences</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>
Friday	<p>Notes:</p> <p>FBLA Friday</p>	<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>