

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: March 25
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create and manage PowerPoint presentations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Create Weekly Assignment March 25-29. PowerPoint PowerPoint and notes. 	Academic Standards: 2.0 Compose Documents for presentation.
Tuesday	Notes:	<p>Objective: Students will learn key terms and definitions.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Create a K.I.M. chart with key terms and definitions. 	Academic Standards: 1.0; 2.0; 3.0; 4.0; 5.0; 6.0; 7.0; 8.0; 9.0; 10.0; 11.0; 12.0; 13.0
Wednesday	Notes:	<p>Objective: Students will learn to make travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Travel arrangement PowerPoint and notes. 	Academic Standards: 9.0 Prepare travel arrangements.
Thursday	Notes:	<p>Objective: Students will learn to make travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Students will create a PowerPoint detailing their chosen travel arrangements. 	Academic Standards: 9.0 Prepare travel arrangements.
Friday	Notes: No School	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: