

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 15
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will learn to create travel arrangements, navigate the internet, send professional emails, use telephone etiquette, or complete job shadow experiences.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create Weekly Assignment April 15-19 • Students will call the job shadow host and confirm the appointment. • Students will draft emails to teachers regarding their absence. • Travel arrangement project completion. • Knowledge Matters Virtual Business. • Job Shadow Experience 	<p>Academic Standards:</p> <p>1.0 Apply Word processing software to produce documents.</p> <p>4.0 Apply email skills</p> <p>10.0 Demonstrate telephone skills</p> <p>9.0 Prepare travel arrangements.</p> <p>12.0 Demonstrate proficiency navigating the internet.</p>
Tuesday	Notes:	<p>Objective: Students will learn proficiency in navigating the internet.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Travel arrangement project completion. • Knowledge Matters Virtual Business • Job Shadow Experience 	<p>Academic Standards:</p> <p>9.0 Prepare travel arrangements.</p> <p>12.0 Demonstrate proficiency in navigating the internet.</p>
Wednesday	Notes:	<p>Objective: Students will apply learning by being assessed on travel arrangements preparation.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Travel arrangements review • Travel arrangements quiz • Job Shadow Presentation 	<p>Academic Standards:</p> <p>9.0 Prepare travel arrangements.</p> <p>1.0 Apply Word processing software to produce documents.</p> <p>3.0 Use spreadsheet software to produce documents.</p>

Thursday	Notes:	<p>Objective: Students will learn to communicate effectively using telephone and email skills.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Introduction to Excel PowerPoint and Notes. • Submit Weekly Assignment. 	<p>Academic Standards:</p> <p>1.0 Apply Word processing software to produce documents.</p> <p>3.0 Use spreadsheet software to produce documents.</p> <p>4.0 Apply email skills</p>
Friday	<p>Notes:</p> <p>"A" Day – No BOSS</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>