

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 12
School Year: 2023-24		Subject: Business Office Specialist Support (BOSS)	
Monday	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"> • Complete ITM (Instructional Time Model) assignment February 7 & 8 • Create table of the Functions of Management • Submit Weekly Assignment February 5-9 • Create Weekly Assignment February 12-16 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>6.3 Compare and contrast the functions of management</p>
Tuesday	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 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>
Wednesday	Notes:	<p>Objective: Students will apply learning by taking an assessment on the five functions of management and the four elements of project management.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Functions of management and project management review. • Functions of management and project management quiz. 	<p>Academic Standards:</p> <p>6.4 Practice project management skills.</p>
Thursday	Notes:	<p>Objective: Students will learn about their potential career interests and determine the four careers they would like to explore in a job shadow.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Career Assessment and facts • Job Shadow interest form • Submit weekly assignment 	<p>Academic Standards:</p> <p>ADE (Arizona Department of Education) requirements for CTE – Career and College Readiness.</p>
Friday	<p>Notes:</p> <p>No School</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>