

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: August 1
School Year: 2023		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes: No School	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Introduce the teacher and students and give an overview of the class. Lesson Overview: <ul style="list-style-type: none"> • Introduction game • Overview PowerPoint • Syllabus 	Academic Standards:
Wednesday	Notes:	Objective: Assess student's knowledge with a business operations pre-test. Lesson Overview: <ul style="list-style-type: none"> • Direct students to login to Canvas. • Take a 60-question pre-test. 	Academic Standards:
Thursday	Notes:	Objective: Teach students to establish and follow procedures to manage electronic records. Lesson Overview: <ul style="list-style-type: none"> • Create folders and subfolders on desktop. • Create 'Weekly Assignment' document with standard formatting and save it in folder. • Telephone etiquette PPT 	Academic Standards: 1.1 Create and manage documents. 10.2 Use professional telephone etiquette.

Friday	Notes:	<p>Objective: Introduce students to FBLA, the student-run organization associated with BOSS CTE.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none">• Show several videos portraying activities of Arizona FBLA and national FBLA.	Academic Standards:
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