

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: August 14
School Year: 2023		Subject: Business Office Specialist Support (BOSS)	
Monday	Notes: NO School	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Learn and practice specific business support staff duties including notarization and medallion/signature guarantee and how to prepare a physical mailing. Lesson Overview: <ul style="list-style-type: none"> • Notarization/signature guarantee/physical mailing PowerPoint. • Review notarized documents • Prepare physical mailing • Quiz 	Academic Standards: 6.5 Explain the purpose of notarization and medallion/signature guarantee. 6.6 Prepare a physical mailing.
Wednesday	Notes:	Objective: Explore the functions of management and their relationship to business operations. Lesson Overview: <ul style="list-style-type: none"> • Functions of Management PowerPoint • Create table 	Academic Standards: 6.3 Compare and contrast the functions of management
Thursday	Notes:	Objective: Dissect the four elements of project management and prepare for a group project assignment during 'FBLA Friday'. Lesson Overview: <ul style="list-style-type: none"> • Project Management breakdown PowerPoint • Review two expeditions to determine the leader's project management success or failure. 	Academic Standards: 6.4 Practice project management skills.
Friday	Notes: 'FBLA Friday'	Objective: Gain understanding of FBLA categories and competitions. Lesson Overview: <ul style="list-style-type: none"> • Public Service Announcement instruction • Divide into groups and create a PSA, prepare for recording in FAB LAB. 	Academic Standards: Incorporate CTSO teaching into CTE programs – AZDOE CTE