

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: September 2, 2024
School Year: 2024 - 2025		Subject: Business Operations	
Monday	Notes: No School – Labor Day	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn telephone skills to communicate effectively including taking and leaving messages. Lesson Overview: <ul style="list-style-type: none"> • Telephone Etiquette PowerPoint and notes. • Compose telephone voicemail and leave voicemail. • Listen to voicemails and write messages. • Quiz 	Academic Standards: 10.2 Use professional telephone etiquette.
Wednesday	Notes:	Objective: Students will learn to communicate professionally through email. Lesson Overview: <ul style="list-style-type: none"> • Email Etiquette PowerPoint and notes • Email etiquette video • Draft appropriate emails throughout semester 	Academic Standards: 4.0 Apply communication, collaboration, and email skills.
Thursday	Notes:	Objective: Students will learn about the different career opportunities for business assistants. Lesson Overview: <ul style="list-style-type: none"> • Business Assistant PowerPoint and notes. • Select a potential career and determine what type of business assistant would be employed. 	Academic Standards: 6.1 Differentiate between the job functions/descriptions associated with various business assistant positions.

Friday	Notes:	<p>Objective: Students will learn about Future Business Leaders of America, the CTSO affiliated with Business Operations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none">• Communication and Collaboration Exercise• Competition Event Review and Selection.	Academic Standards: Arizona Department of Education, CTE, CTSO.
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