

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: September 9, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Student will learn proficiency in typing and telephone skills to communicate effectively including taking and leaving messages.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Create Weekly Assignment September 9-13 document</li> <li>Compose telephone voicemail and leave voicemail.</li> <li>Listen to voicemails and write messages.</li> </ul>	<p>Academic Standards:</p> <p>10.2 Use professional telephone etiquette.</p>
Tuesday	Notes:	<p>Objective: Students will learn to communicate professionally through email.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Email Etiquette PowerPoint and notes</li> <li>Etiquette Quiz</li> <li>Draft appropriate email and submit weekly assignment.</li> </ul>	<p>Academic Standards:</p> <p>4.0 Apply communication, collaboration, and email skills.</p>
Wednesday	Notes:	<p>Objective: Students will apply learning by doing a business simulation.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Business simulation registration and tutorial.</li> </ul>	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0 Technology Application</p>
Thursday	Notes:	<p>Objective: Students will apply learning by doing a business simulation.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Business simulation</li> </ul>	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0 Technology Application</p>
Friday	Notes:	<p>Objective: Students will apply learning by doing a business simulation.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Business simulation</li> </ul>	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0 Technology Application</p>