

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 13, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn standard safety precautions in the workplace and ergonomic injuries in business operations occupations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club Bell Work, 10 minutes at 45 WPM. • Create weekly assignment January 13-17 • Safety in the Workplace PowerPoint and Notes. • Safety in the Workplace Review 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>8.5 Identify standard safety precautions in the workplace.</p> <p>8.6 Explain ergonomic injuries in business operations occupations.</p>
Tuesday	Notes:	<p>Objective: Students will apply learning by taking an assessment and learn the job functions of various business assistant positions.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Safety in the Workplace Quiz • Business assistant PowerPoint and notes. 	<p>Academic Standards:</p> <p>6.1 Differentiate between the job functions/descriptions associated with various business assistant positions.</p>
Wednesday	Notes:	<p>Objective: Students will learn the functions and responsibilities of a business assistant.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business assistant functions PowerPoint and notes. 	<p>Academic Standards:</p> <p>6.0 Demonstrate an understanding of the functions and responsibilities of a business assistant.</p>
Thursday	Notes:	<p>Objective: Students will learn and practice specific business support staff duties including notarization and medallion/signature guarantee and how to prepare a physical mailing.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Notarization/signature guarantee/physical mailing PowerPoint. • Review notarized documents • Prepare physical mailing • Quiz 	<p>Academic Standards:</p> <p>6.5 Explain the purpose of notarization and medallion/signature guarantee.</p> <p>6.6 Prepare a physical mailing.</p>

Friday	<p>Notes:</p> <p>FBLA Friday</p>	<p>Objective: Students will learn about Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Continue working on Business Lesson Plan. 	<p>Academic Standards: ADE, CTE, CTSO curriculum implementation.</p>
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