

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 20, 2024
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:  No School – MLK Day	Objective:  Lesson Overview:	Academic Standards:
Tuesday	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"> <li>• Typing Club Bell Work, 10 Minutes/45 WPM</li> <li>• Notarization/signature guarantee/physical mailing PowerPoint.</li> <li>• Review notarized documents</li> <li>• Prepare physical mailing</li> </ul>	<p>Academic Standards:</p> <p>2.1 Explore entry-level career opportunities in business operations</p> <p>3.3 Explain the process and benefits of electronic and physical mailings.</p> <p>3.4 Explain the purpose of notarization and medallion/signature guarantee.</p>
Wednesday	Notes:	<p>Objective: Students will learn the responsibilities of business operations assistants and their skills.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club Bell Work, 10 Minutes/45 WPM</li> <li>• Key terms and definitions worksheet.</li> </ul>	<p>Academic Standards:</p> <p>2.1 Explore entry-level career opportunities</p> <p>2.2 Identify major skills needed by the business operations assistant.</p> <p>3.3 Explain the process and benefits of electronic and physical mailings and when to use each.</p> <p>3.4 Explain notarization and medallion signature guarantees as an office function.</p>

Thursday	Notes:	<p>Objective: Students will learn the functions of management and their relationship to business operations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club Bell Work, 10 Minutes/45 WPM</li> <li>• Business assistant careers and skills quiz</li> <li>• Functions of Management PowerPoint</li> <li>• Create table</li> </ul>	Academic Standards: 6.3 Compare and contrast the functions of management
Friday	Notes: FBLA Friday	<p>Objective: Students will learn about Career &amp; Self-Development, Critical Thinking, Communication, Leadership, Professionalism.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Continue working on Business Lesson Plan.</li> </ul>	Academic Standards: ADE, CTE, CTSO curriculum implementation.