

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 27, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	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"> • Typing Club Bell Work, 10 Minutes/45 WPM • Functions of Management PowerPoint • Create table 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>2.3 Compare and contrast the functions of management</p>
Tuesday	Notes:	<p>Objective: Students will learn the four elements of project management.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club Bell Work, 10 Minutes/45 WPM • Project Management breakdown PowerPoint • Review two expeditions to determine the leader's project management success or failure. 	<p>Academic Standards:</p> <p>2.4 Practice project management skills.</p>
Wednesday	Notes:	<p>Objective: Students will apply learning by taking an assessment on the five functions of management and the four elements of project management.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club Bell Work, 10 Minutes/45 WPM • Functions of management and project management review. • Functions of management and project management quiz. 	<p>Academic Standards:</p> <p>2.3 Compare and contrast the functions of management</p> <p>2.4 Practice project management skills.</p>
Thursday	Notes:	<p>Objective: Students will learn to insert and format graphic elements,</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Future Business Educator Assignment Review • BR Letterhead Demonstration & Creation 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p>
Friday	Notes: FBLA Friday	<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:</p> <p>ADE, CTE, CTSO curriculum implementation.</p>

