

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 3, 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 lessons 10 minutes at 45 WPM. • Complete Project Management PowerPoint and table • Review two expeditions to determine the leader's project management success or failure. • Submit Weekly Assignment January 26-30 • Create Weekly Assignment February 3-6 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>2.4 Compare and contrast the functions of management</p>
Tuesday	Notes:	<p>Objective: Students will apply learning by taking an assessment on the six skills needed for project manage and the four elements of project management. Students will learn to insert and format graphic elements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons, 10 minutes at 45 WPM • Project Management and Skills Quiz • BR Letterhead Demonstration & Creation 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p> <p>2.3 Practice project management skills.</p> <p>2.4 Compare and contrast the functions of management</p>
Wednesday	Notes:	<p>Objective: Students will learn to insert and format graphic elements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons 10 minutes at 45 WPM • Create letterhead for business of choice. 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p>
Thursday	<p>Notes:</p> <p>Shortened Schedule – Parent/Teacher Conferences</p>	<p>Objective: Students will learn to draft a professional business letter.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons 10 minutes at 45 WPM. • Submit Weekly Assignment Feb. 3-6 • Create a professional business letter 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents.</p>

Friday	<p>Notes:</p> <p>Shortened Schedule – Parent/Teacher Conferences</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">• Future Business Educator 7 Minute Presentation	<p>Academic Standards: ADE, CTE, CTSO curriculum implementation.</p>
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