

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:	Objective: Students will learn and practice specific business support staff duties including notarization and medallion/signature guarantee and how to prepare a physical mailing.
		Lesson Overview:	Academic Standards:
Wednesday	Notes:	<ul style="list-style-type: none"> • Typing Club Bell Work, 10 Minutes/45 WPM • Notarization/signature guarantee/physical mailing PowerPoint. • Review notarized documents • Prepare physical mailing 	<ul style="list-style-type: none"> • 2.1 Explore entry-level career opportunities in business operations • 3.3 Explain the process and benefits of electronic and physical mailings. • 3.4 Explain the purpose of notarization and medallion/signature guarantee.
		Objective: Students will learn the responsibilities of business operations assistants and their skills.	Academic Standards:
		<ul style="list-style-type: none"> • 2.1 Explore entry-level career opportunities • 2.2 Identify major skills needed by the business operations assistant. • 3.3 Explain the process and benefits of electronic and physical mailings and when to use each. • 3.4 Explain notarization and medallion signature guarantees as an office function. 	

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"> • Typing Club Bell Work, 10 Minutes/45 WPM • Business assistant careers and skills quiz • Functions of Management PowerPoint • Create table 	Academic Standards: 6.3 Compare and contrast the functions of management
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. 	Academic Standards: ADE, CTE, CTSO curriculum implementation.