

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 27, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	Objective: Students will learn the functions of management and their relationship to business operations. Lesson Overview: <ul style="list-style-type: none"> • Typing Club Bell Work, 10 Minutes/45 WPM • Functions of Management PowerPoint • Create table 	Academic Standards: 1.1 Use word processing software to create and manage documents. 2.3 Compare and contrast the functions of management
	Notes:	Objective: Students will learn the four elements of project management. Lesson Overview: <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. 	Academic Standards: 2.4 Practice project management skills.
	Notes:	Objective: Students will apply learning by taking an assessment on the five functions of management and the four elements of project management. Lesson Overview: <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. 	Academic Standards: 2.3 Compare and contrast the functions of management 2.4 Practice project management skills.
	Notes:	Objective: Students will learn to insert and format graphic elements, Lesson Overview: <ul style="list-style-type: none"> • Future Business Educator Assignment Review • BR Letterhead Demonstration & Creation 	Academic Standards: 1.1 Use word processing software to create and manage documents.
	Notes: FBLA Friday	Objective: Students will learn about Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism. Lesson Overview: <ul style="list-style-type: none"> • Continue working on Business Lesson Plan. 	Academic Standards: ADE, CTE, CTSO curriculum implementation.
Tuesday	Wednesday	Thursday	Friday

