

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 24, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn to create and manage PowerPoint presentations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Create Weekly Assignment February 24-28 • PowerPoint PowerPoint and notes. 	<p>Academic Standards:</p> <p>1.1 Use word processing software to create and manage documents</p> <p>1.4 Use presentation software to create and manage presentations.</p>
Tuesday	Notes:	<p>Objective: Students will learn to make travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Travel Arrangements PowerPoint and notes. 	<p>Academic Standards:</p> <p>5.0 Prepare travel arrangements</p>
Wednesday	Notes:	<p>Objective: Students will learn to make travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Students will create a PowerPoint detailing their chosen travel arrangements. 	<p>Academic Standards:</p> <p>1.4 Use presentation software to create and manage presentations.</p> <p>5.0 Prepare travel arrangements</p>
Thursday	Notes:	<p>Objective: Students will learn to make travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Students will create a PowerPoint detailing their chosen travel arrangements. 	<p>Academic Standards:</p> <p>1.4 Use presentation software to create and manage presentations.</p> <p>5.0 Prepare travel arrangements</p>

Friday	Notes:	<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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