

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: March 3, 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 March 3-6. • Travel Arrangements 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 • 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>
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 identify entrepreneurship, ethical behavior in the workplace, innovation, and critical thinking.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business Model Dissection 	<p>Academic Standards:</p> <p>1. Utilize technology tools to manage business operations.</p> <p>8.0 Demonstrate ethical standards and safety policies in the workplace.</p>

Friday	Notes: Substitute	Objective: Students will learn to identify entrepreneurship, ethical behavior in the workplace, innovation, and critical thinking. Lesson Overview: <ul style="list-style-type: none">• Business Model Dissection	Academic Standards: 1. Utilize technology tools to manage business operations. 8.0 Demonstrate ethical standards and safety policies in the workplace.
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