

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: March 17, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes: No School – Professional Development	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn about career and college readiness. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Students will create Weekly Assignment March 17-21 with grade check. • Job Shadow Presentation by Mrs. Cox. 	Academic Standards: CTE – Career & College Readiness 1.1 Create and manage documents
Wednesday	Notes:	Objective: Students will learn phone and email etiquette and to make travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Students will call Job Shadow Host and confirm appointments. • Students will review their PowerPoint detailing their chosen travel arrangements and the Word document for their travel itinerary. 	Academic Standards: 1.4 Use presentation software to create and manage presentations. 5.0 Prepare travel arrangements
Thursday	Notes:	Objective: Students will learn to identify entrepreneurship, ethical behavior in the workplace, innovation and critical thinking. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM. • Travel Arrangement review and quiz. 	Academic Standards: 5.0 Prepare travel arrangements

Friday	Notes: Substitute	Objective: Students will learn about Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism. Lesson Overview: Future Business Educator 7 Minute Presentation	Academic Standards: ADE, CTE, CTSO curriculum implementation.
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