

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 21, 2025
School Year: 2024-25		Subject: Business Operations	
Monday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Create Weekly Assignment April 21-25 • Bank Deposit PowerPoint and Notes • Bank Deposit Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
Tuesday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Excel Charts PowerPoint and Notes • Excel Charts Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
Wednesday	Notes: Substitute	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Graphs Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
Thursday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Owner's Equity PowerPoint and Notes • Excel Owner's Equity Spreadsheet • Submit Weekly Assignment 	<p>Academic Standards:</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>6.1 Manage and reconcile petty cash.</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• Job Interview Introduction	<p>Academic Standards: ADE, CTE, CTSO curriculum implementation.</p>
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