

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 28, 2025
School Year: 2024-25		Subject: Business Operations 1	
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"> <li>• Typing Club bell work, 10 Minutes, 45 WPM</li> <li>• Create Weekly Assignment April 28-May 2</li> <li>• Owner's Equity PowerPoint and Notes</li> <li>• Owner's Equity Spreadsheet</li> </ul>	<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"> <li>• Typing Club bell work, 10 Minutes, 45 WPM</li> <li>• General Ledger PowerPoint and Notes</li> <li>• General Ledger Spreadsheet</li> </ul>	<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:	<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"> <li>• Typing Club bell work, 10 Minutes, 45 WPM</li> <li>• Excel Quiz Review</li> <li>• Excel Quiz</li> <li>• Meetings PowerPoint and Notes</li> </ul>	<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> <p>4.0 Plan and Participate in meetings</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"> <li>• Typing Club bell work, 10 Minutes, 45 WPM</li> <li>• Virtual Meetings PowerPoint</li> <li>• Submit Weekly Assignment</li> </ul>	<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 &amp; Self-Development, Critical Thinking, Communication, Leadership, Professionalism.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Job Interview Cover Letter</li> <li>• Create Open-ended Interview Questions</li> </ul>	<p>Academic Standards:</p> <p>ADE, CTE, CTSO curriculum implementation.</p>