

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: May 5
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn to create and manage calendars and meetings.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons, 10 minutes, 50 WPM • Meetings PowerPoint and Notes • Create calendar invite to Mrs. Blake 	<p>Academic Standards:</p> <p>1.0 Apply Word processing software to produce documents.</p> <p>1.5 Use communication software to manage calendars, and to conduct meetings.</p>
Tuesday	Notes:	<p>Objective: Students will learn the need for ethical standards in the workplace.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons, 10 minutes, 50 WPM • Ethical Standards PowerPoint and Notes • Excel General Ledger Workbook 	<p>Academic Standards:</p> <p>8.1 Distinguish between conflict of interest and intellectual property.</p> <p>8.2 Differentiate between confidential and privileged information.</p> <p>8.3 Explain copyright infringement as an ethical issue.</p> <p>8.4 Define "misappropriation of company assets."</p>

Wednesday	Notes:	<p>Objective: Students will learn the need for ethical standards in the workplace.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons, 10 minutes, 50 WPM. • Ethical Standards Exercise • Final for senior 	<p>Academic Standards:</p> <p>8.1 Distinguish between conflict of interest and intellectual property.</p> <p>8.2 Differentiate between confidential and privileged information.</p> <p>8.3 Explain copyright infringement as an ethical issue.</p> <p>8.4 Define "misappropriation of company assets."</p>
Thursday	Notes: Substitute	<p>Objective: Students will review key terms and definitions for final exam.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club lessons, 10 minutes, 50 WPM • Key terms and definitions notes 	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0; 4.0; 5.0; 6.0; 7.0; 8.0</p>
Friday	Notes: Period 1	<p>Objective: Students will apply learning by completing the final exam.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • 1 Minute and 3-minute typing tests • Final Exam • File Maintenance assessment 	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0; 4.0; 5.0; 6.0; 7.0; 8.0</p>