

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 25, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	Objective: Students will learn to create and manage references in Microsoft Word and the need for ethical behavior in the workplace.  Lesson Overview: <ul style="list-style-type: none"> <li>• Create Weekly Assignment November 25-26.</li> <li>• Microsoft Office Certification Course Unit 6, Lesson 3.</li> <li>• Business Model Dissection.</li> </ul>	Academic Standards: 1.0 Apply word processing software to produce documents. 1.4 Create and manage references. 13.0 The need for ethical behavior in the workplace.
Tuesday	Notes:	Objective: Students will learn the need for ethical behavior in the workplace.  Lesson Overview: <ul style="list-style-type: none"> <li>• Business Model Dissection</li> </ul>	Academic Standards: 13.0 The need for ethical behavior in the workplace.
Wednesday	Notes:  No School – Thanksgiving	Objective:  Lesson Overview:	Academic Standards:
Thursday	Notes:  No School – Thanksgiving	Objective:  Lesson Overview:	Academic Standards:

Friday	Notes:  No School - Thanksgiving	Objective:  Lesson Overview:	Academic Standards:
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