

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 6
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 their potential career interests and determine the four careers they would like to explore in a job shadow.  Lesson Overview: <ul style="list-style-type: none"> <li>Bell work, 10 minutes typing lessons at 45 WPM.</li> <li>Create quarter 3 folders.</li> <li>Create Weekly Assignment January 6-10</li> <li>Career Interest Assessment, 10 career facts</li> </ul>	Academic Standards: 1.1 Use word processing software to create and manage documents. ADE requirements for CTE – Career and College Readiness.
Wednesday	Notes:	Objective: Students will learn about their potential career interests and determine the four careers they would like to explore in a job shadow.  Lesson Overview: <ul style="list-style-type: none"> <li>Bell work, 10 minutes typing lessons at 45 WPM.</li> <li>Career Interest PowerPoint and interests table</li> <li>Job Shadow Email</li> </ul>	Academic Standards: 1.1 Use word processing software to create and manage documents. ADE requirements for CTE – Career and College Readiness. 1.5 Use communications software to send messages.
Thursday	Notes:	Objective: Students will learn about safety in the workplace.  Lesson Overview: <ul style="list-style-type: none"> <li>Safety PowerPoint and Notes.</li> <li>Safety Review and Quiz</li> <li>Submit Weekly Assignment via email.</li> </ul>	Academic Standards: 8.5 Identify standard safety precautions in the workplace. 8.6 Explain ergonomic injuries in business operations occupations. 1.5 Use communications software to send messages.

Friday	<p>Notes:</p> <p>FBLA Friday</p>	<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>• Future Business Educator Competitive Event Explanation</li> <li>• Lesson Plan Creation</li> </ul>	<p>Academic Standards: ADE, CTE, CTSO curriculum implementation.</p>
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