

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 19, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	Objective: Students will apply learning by taking an assessment on how to insert graphics, icons, shapes and images and how to draft a professional business letter. Lesson Overview: <ul style="list-style-type: none"> • Typing Club lessons 10 minutes 45 WPM. • Create Weekly Assignment February 10-13 • Business letter review • Business letter quiz • Resume PowerPoint and notes. 	Academic Standards: 1.1 Use word processing software to create and manage documents.
	Notes:	Objective: Students will learn the fundamental elements of a professional resume and begin creation of their own resume. Lesson Overview: <ul style="list-style-type: none"> • Typing Club lessons 10 minutes 45 WPM. • Select template and create personal resume. 	Academic Standards: 1.1 Use word processing software to create and manage documents.
	Notes:	Objective: Students will learn the fundamental elements of a professional resume and complete creation of their own resume. Lesson Overview: <ul style="list-style-type: none"> • Typing Club lessons 10 minutes 45 WPM. • Complete Resume 	Academic Standards: 1.1 Use word processing software to create and manage documents.
	Notes:	Objective: Students will learn the fundamental elements of a professional resume and begin creation of their own resume. Lesson Overview: <ul style="list-style-type: none"> • Typing Club lessons 10 minutes 45 WPM. • Resume Review • Resume Test • Submit Weekly Assignment Feb. 10-13 	Academic Standards: 1.1 Use word processing software to create and manage documents.
	Notes: No school	Objective: Lesson Overview:	Academic Standards:
Tuesday			
Wednesday			
Thursday			
Friday			