

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 17, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:  No School – President’s Day	Objective:  Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn to research different job openings and complete a fillable PDF.  Lesson Overview: <ul style="list-style-type: none"> <li>• Typing Club lessons, 10 minutes, 45 WPM</li> <li>• Create Weekly Assignment February 17-21</li> <li>• Job Application PowerPoint and notes.</li> <li>• Research different job openings on the BRUSD website.</li> <li>• Complete a fillable PDF job application and submit via email.</li> </ul>	Academic Standards: 1.1 Use word processing software to create and manage documents.
Wednesday	Notes:	Objective: Students will learn the characterizations of Universal Resource Locations (URLs) and associated protocols and navigating the internet.  Lesson Overview: <ul style="list-style-type: none"> <li>• Typing Club lessons, 10 minutes, 45 WPM</li> <li>• URL PowerPoint and notes.</li> </ul>	Academic Standards: 1.1 Create Documents 7.1 Characterize Universal Resource Locators (URLs) and associated protocols.
Thursday	Notes:	Objective: Students will be assessed on their understanding of Universal Resource Locators (URLs) and navigating the internet. Students will learn about making travel arrangements.  Lesson Overview: <ul style="list-style-type: none"> <li>• Typing Club lessons, 10 minutes, 45 WPM</li> <li>• URL and Navigating the Internet quiz review.</li> <li>• URL and Navigating the Internet quiz.</li> <li>• Travel arrangement PowerPoint and notes.</li> </ul>	Academic Standards: 12.1 Characterize Universal Resource Locators (URLs) and associated protocols. 5.0 Prepare travel arrangements.

Friday	Notes:	<p>Objective: Students will learn about Career &amp; Self-Development, Critical Thinking, Communication, Leadership, Professionalism.</p> <p>Lesson Overview:</p> <p>Future Business Educator 7 Minute Presentation</p>	<p>Academic Standards: ADE, CTE, CTSO curriculum implementation.</p>
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