

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: February 24, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	Objective: Students will learn to create and manage PowerPoint presentations. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Create Weekly Assignment February 24-28 • PowerPoint PowerPoint and notes. 	Academic Standards: 1.1 Use word processing software to create and manage documents 1.4 Use presentation software to create and manage presentations.
	Notes:	Objective: Students will learn to make travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Travel Arrangements PowerPoint and notes. 	Academic Standards: 5.0 Prepare travel arrangements
	Notes:	Objective: Students will learn to make travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Students will create a PowerPoint detailing their chosen travel arrangements. 	Academic Standards: 1.4 Use presentation software to create and manage presentations. 5.0 Prepare travel arrangements
	Notes:	Objective: Students will learn to make travel arrangements. Lesson Overview: <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes 45 WPM • Students will create a PowerPoint detailing their chosen travel arrangements. 	Academic Standards: 1.4 Use presentation software to create and manage presentations. 5.0 Prepare travel arrangements

Friday	Notes:	<p>Objective: Students will learn about Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none">• Future Business Educator 7 Minute Presentation	Academic Standards: ADE, CTE, CTSO curriculum implementation.
--------	--------	--	--