

Name: Bridgette Blake		Grading Quarter: 4	Week Beginning: April 28, 2025
School Year: 2024-25		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn to create documents and learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Create Weekly Assignment April 28-May 2 • Owner's Equity PowerPoint and Notes • Owner's Equity Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • General Ledger PowerPoint and Notes • General Ledger Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Excel Quiz Review • Excel Quiz • Meetings PowerPoint and Notes 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>4.0 Plan and Participate in meetings</p>
Tuesday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • General Ledger PowerPoint and Notes • General Ledger Spreadsheet 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p>
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Wednesday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Excel Quiz Review • Excel Quiz • Meetings PowerPoint and Notes 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>4.0 Plan and Participate in meetings</p>
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	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Excel Quiz Review • Excel Quiz • Meetings PowerPoint and Notes 	<p>Academic Standards:</p> <p>1.1 Apply Word processing software to create and manage documents.</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>4.0 Plan and Participate in meetings</p>

Thursday	Notes:	<p>Objective: Students will learn to create and manage worksheets and workbooks in Excel.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 Minutes, 45 WPM • Virtual Meetings PowerPoint • Submit Weekly Assignment 	<p>Academic Standards:</p> <p>1.2 Use Spreadsheet Software to create and manage worksheets.</p> <p>6.1 Manage and reconcile petty cash.</p>
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"> • Job Interview Cover Letter • Create Open-ended Interview Questions 	<p>Academic Standards:</p> <p>ADE, CTE, CTSO curriculum implementation.</p>