

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 21, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn about saving and sharing documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Weekly Assignment October 21-25. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 2. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Tuesday	Notes: Substitute	<p>Objective: Students will learn key terms and definitions for Microsoft Office.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Key Terms Activity Sheet 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn to modify basic document properties.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Microsoft Office Certification Unit 3, Lesson 3. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn to modify basic document properties.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • 1 Minute and 3 Minute Typing Tests • Microsoft Office Certification Unit 3, Lesson 4. • Students will submit Weekly Assignment October 21-25. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Friday	Notes:	<p>Objective: Students will learn communication, collaboration, and leadership skills working on graphic design competitive competition from FBLA.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Divide into groups and continue working on Graphic Design Competitive Event 	<p>Academic Standards:</p> <p>ADE, CTE, CTSO curriculum implementation.</p>