

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 28, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • 1 minute and 3-minute practice typing tests. • Create Weekly Assignment October 28 – November 1. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 5 and learning check. 	<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> <p>1.2 Format text, paragraphs, and sections.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Open Weekly Assignment October 28 – November 1. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 6 and learning check. 	<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> <p>1.2 Format text, paragraphs, and sections.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning from Unit 3 to take an assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Unit 3 Test. • Microsoft Officer Certification Unit 4, Lesson 1. 	<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> <p>1.2 Format text, paragraphs, and sections.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning by being assessed on Unit 3 in Microsoft Word. Students will learn to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 45 WPM • 1 Minute and 3-Minute typing tests. • Microsoft Office Unit 4, lesson 2. • Submit Weekly Assignment via email to Mrs. Blake. 	<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> <p>1.2 Format text, paragraphs, and sections.</p> <p>4.2 Create, format, organize and manage messages.</p>
Friday	Notes:	<p>Objective: Students will learn communication, collaboration, and leadership skills working on graphic design competitive event 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>