

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 11, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes: No School – Veteran’s Day.	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word. Lesson Overview: <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • 1 Minute and 3 Minute practice typing tests. • Create Weekly Assignment November 11-15. • Microsoft Office Certification Unit 4 Quiz. • Microsoft Office Certification Course Formatting Documents Unit 5, Lesson 1. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.
Wednesday	Notes:	Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word. Lesson Overview: <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 45 WPM • Microsoft Office Certification Course Formatting Documents Unit 5, Lesson 2. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.

Thursday	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 • Microsoft Office Certification Course Formatting Documents Unit 5, 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> <p>4.2 Create, format, organize and manage messages.</p>
Friday	<p>Notes:</p> <p>FBLA Friday</p>	<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>