Name: Bridgette Blake	Grading Quarter: Q2	Week Beginning: December 2, 2024
School Year: 2024-2025	Subject: Business Operations 1	

	Notes:		
Monday	Notes:	Objective: Students will develop proficiency in typing and learn how to manage references in Microsoft Word. Lesson Overview: • TypingClub.com 10 minutes, 45 WPM. • Typing.com 1 minute and 3-minute typing tests, 50 WPM. • Create Weekly Assignment Dec. 2-6 • Microsoft Office Certification Course Managing References Unit 6, Lesson 4.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents. 1.1 Create and manage references.
Tuesday	Notes:	Objective: Students will develop proficiency in typing and learn to create graphics in Microsoft Word. Lesson Overview: • TypingClub.com 10 minutes, 45 WPM. • Open Weekly Assignment December 2-6. • Microsoft Office Certification Unit 6 Quiz. • Microsoft Office Certification Course Graphic Elements Unit 7, Lesson 1 and learning check.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.1 Create and manage graphic images.
Wednesday	Notes:	Objective: Students will develop proficiency in typing and learn to create graphics in Microsoft Word. Lesson Overview: • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Course Graphic Elements Unit 7, Lesson 2 and learning check.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.3 Create and manage tables and lists. 1.4 Create and manage graphic images.

	Notes:	Objective: Students will develop proficiency in typing and learn to create graphics in Microsoft Word. Lesson Overview: • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Course Graphic Elements Unit 7, Lesson 3 and learning check. • Submit Weekly Assignment December 2-6.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word processing software to produce documents. 1.4 Create and manage graphic images. 4.2 Create and manage messages.
Thursday			
Friday	Notes:	Objective: Students will develop public speaking and presentation skills and learn about FBLA. Lesson Overview: • Graphic Design Competition Presentation.	Academic Standards: ADE, CTE, CTSO integration.