

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: August 5, 2024
School Year: 2023-2024		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn about their instructor and practice presentation skills.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Introduction PowerPoint • 20 Facts • Present 	Academic Standards:
Tuesday	Notes:	<p>Objective: Students will learn the requirements of the course and classroom rules, policies and procedures.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Syllabus PowerPoint • Syllabus Quiz 	Academic Standards:
Wednesday	Notes:	<p>Objective: Students will apply learning by taking the pretest assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Pretest 	<p>Academic Standards:</p> <p>1.0; 2.0; 3.0; 4.0; 5.0; 6.0; 7.0; 8.0</p>
Thursday	Notes:	<p>Objective: Students will learn to manage documents.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create folders and subfolders on desktop. • Login to Typing.com 	<p>Academic Standards:</p> <p>1.0</p>
Friday	<p>Notes:</p> <p>No School - PD</p>	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: