

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 12
School Year: 2024		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Professional grade check email.</li> <li>Typing.com lessons 1-2 in Beginner section, 35 WPM</li> <li>1 Minute and 3 Minute typing tests.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Tuesday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Typing.com lessons 3-5 in Beginner section, 35 WPM</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Typing.com lessons 6-8 in Beginner section, 35 WPM</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>Typing.com lessons 9-10 in Beginner section, 35 WPM</li> <li>1 Minute and 3 Minute typing tests.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes:	<p>Objective: Students will learn about Future Business Leaders of America (FBLA).</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>FBLA National and State Videos</li> <li>Competition Review</li> </ul>	Academic Standards: Arizona CTE CTSO (Career and Technical Student Organizations) requirement.