

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 19
School Year: 2024		Subject: Business Operations 1	
Monday	Notes: No School – Code Talker’s Day	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM. Lesson Overview: <ul style="list-style-type: none"> Professional grade check email. Typing.com lessons 13, 14, 15 in Beginner section, 35 WPM 1 Minute and 3 Minute practice typing tests. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM. Lesson Overview: <ul style="list-style-type: none"> Typing.com lessons 1, 2 and 3 in Intermediate section, 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	Objective: Students will learn proficiency in typing by completing assigned lessons, seeking to type 40 WPM. Lesson Overview: <ul style="list-style-type: none"> Typing.com lessons 4 and 5 in Intermediate section, 35 WPM 1 Minute and 3 Minute typing tests. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes:	Objective: Students will learn about Future Business Leaders of America (FBLA) from the state FBLA President. Lesson Overview: <ul style="list-style-type: none"> Guest Speaker Competition Review 	Academic Standards: Arizona CTE CTSO requirement.