

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 26, 2024
School Year: 2024		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will learn proficiency in keyboarding by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Professional grade check email. Typing.com lessons 10, 11, 12 Intermediate, and Lesson 1 in Advanced - 40 WPM 1 Minute and 3 Minute practice typing tests. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Tuesday	Notes:	<p>Objective: Students will learn proficiency in keyboarding by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Typing.com lessons 2, 3 and 4 in Advanced, 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	<p>Objective: Students will learn proficiency in keyboarding by completing assigned lessons, seeking to type 40 WPM.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Typing.com lessons 5, 6, and 7 in Advanced, 40 WPM Typing.com Completion 	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 and learn to create and manage documents.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Typing Club Login, and Bell Work Procedure. 1 Minute and 3 Minute typing tests. File organization; Folder Creation Weekly Assignment Procedure 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.1 Create and manage documents.

Friday	Notes: No School – District Closed	Objective: Lesson Overview:	Academic Standards:
--------	---	------------------------------------	------------------------