

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: September 16, 2024
School Year: 2024-2025		Subject: Business Operations	
Monday	Notes:	<p>Objective: Students will learn to communicate appropriately through email.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club Bell Work, 10 Minutes 35 WPM</li> <li>• 1 Minute and 3 Minute Typing Tests</li> <li>• Create Weekly Assignment September 16-20</li> <li>• Email Etiquette PowerPoint and notes</li> <li>• Email etiquette video</li> <li>• Quiz Review</li> <li>• Quiz</li> </ul>	Academic Standards: 4.0 Apply communication, collaboration, and email skills.
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing TypingClub.com bell work. Students will be introduced to Microsoft Office Suite. Compare Microsoft Word, Excel, PowerPoint, and Access.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com, 10 minutes, 35 WPM</li> <li>• Microsoft Office Certification Unit 1, Lesson 1</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0; 2.0; 3.0;5.0
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the primary functions of Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 40 WPM.</li> <li>• Microsoft Office Certification Lesson 2.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.
Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the many uses of Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com bell work 10 minutes, 40 WPM.</li> <li>• Microsoft Office Certification Course Lesson 3.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.

Friday	Notes:	<p>Objective: Students will learn communication, collaboration, and leadership skills working on graphic design competitive competition from FBLA.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"><li>• Divide into groups and continue working on Graphic Design Competitive Event</li></ul>	<p>Academic Standards: ADE (Arizona Department of Education), CTE, CTSO curriculum implementation.</p>
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