

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: September 23, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the primary functions of business operations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing Club Bell Work, 10 Minutes 40 WPM</li> <li>• 1 Minute and 3 Minute Typing Tests</li> <li>• Create Weekly Assignment September 23-27</li> <li>• Knowledge Matters Business Simulation</li> </ul>	<p>Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the primary functions of business operations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com, 10 minutes, 40 WPM</li> <li>• Knowledge Matters Business Simulation</li> </ul>	<p>Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0; 2.0; 3.0;5.0</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn the primary functions of business operations.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 40 WPM.</li> <li>• Knowledge Matters Business Simulation</li> </ul>	<p>Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0; 2.0; 3.0;5.0</p>
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>• 1 Minute and 3 Minute Typing Tests</li> <li>• Microsoft Office Certification Course Unit 1 Lesson 4.</li> </ul>	<p>Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.</p>

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>	Academic Standards: ADE, CTE, CTSO curriculum implementation.
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