

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 30, 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 be assessed on Microsoft Word and learn how to use the navigation pane in Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • 1 Minute and 3 Minute Practice Typing Tests. • Microsoft Office Certification Unit 1 quiz. • Microsoft Office Certification Navigating within Documents Lesson 1. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>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 to link within documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Microsoft Office Certification Course Unit 2, Lesson 2. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to move to specific locations and objects within a document in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Course Unit 2, Lesson 3. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to modify the page set-up in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Course Unit 2, Lesson 4. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Friday	<p>Notes:</p> <p>No School – Fall Break</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>