

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 28, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• 1 minute and 3-minute practice typing tests.</li> <li>• Create Weekly Assignment October 28 – November 1.</li> <li>• Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 5 and learning check.</li> </ul>	<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> <p>1.2 Format text, paragraphs, and sections.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• Open Weekly Assignment October 28 – November 1.</li> <li>• Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 6 and learning check.</li> </ul>	<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> <p>1.2 Format text, paragraphs, and sections.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning from Unit 3 to take an assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com 10 minutes, 45 WPM.</li> <li>• Microsoft Office Certification Unit 3 Test.</li> <li>• Microsoft Officer Certification Unit 4, Lesson 1.</li> </ul>	<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> <p>1.2 Format text, paragraphs, and sections.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and apply learning by being assessed on Unit 3 in Microsoft Word. Students will learn to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• TypingClub.com, 10 minutes, 45 WPM</li> <li>• 1 Minute and 3-Minute typing tests.</li> <li>• Microsoft Office Unit 4, lesson 2.</li> <li>• Submit Weekly Assignment via email to Mrs. Blake.</li> </ul>	<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> <p>1.2 Format text, paragraphs, and sections.</p> <p>4.2 Create, format, organize and manage messages.</p>
Friday	Notes:	<p>Objective: Students will learn communication, collaboration, and leadership skills working on graphic design competitive event 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:</p> <p>ADE, CTE, CTSO curriculum implementation.</p>