

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 18, 2024
School Year: 2024 - 2025		Subject: Business Operation 1	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create and manage tables and lists in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Create weekly assignment November 18-22. • Microsoft Office Certification Unit 5 – 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>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create and manage references in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • Microsoft Office Certification Unit 5 Quiz • Microsoft Office Certification Unit 6 – 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> <p>1.4 Create and manage references</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create and manage references in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • Microsoft Office Certification Unit 6 – Lesson 2 • Submit weekly assignment via email. 	<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>1.4 Create and manage references</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create and manage references in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Keys to Success Career and College Readiness lessons 4, 5 and 6 	<p>Academic Standards:</p> <p>ADE – CTE Career and College Readiness</p>
Friday	Notes:	<p>Objective: Students will explore career and college opportunities.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Keys to Success Career and College Readiness lessons 4, 5 and 6 	<p>Academic Standards:</p> <p>ADE – CTE Career and College Readiness</p>