

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: December 9, 2024
School Year: 2024-2025		Subject: Business Operations 1	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to insert graphic elements in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Typing.com 1 minute and 3-minute typing tests, 50 WPM. • Create Weekly Assignment Dec. 9-13. • Microsoft Office Certification Course Managing References Unit 7, 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> <p>1.1 Create and manage documents.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to create graphics in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Open Weekly Assignment December 9-13. • Microsoft Office Certification Unit 7 Quiz. • Microsoft Office Certification Course Unit 8, Lesson 1 and learning check. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.1 Create and manage documents.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to create graphics in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Open Weekly Assignment December 9-13. • Microsoft Office Certification Course Graphic Elements Unit 8, Lesson 2 and learning check. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.3 Create and manage tables and lists.</p> <p>1.4 Create and manage documents.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and learn to create graphics in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Course Unit 8 Quiz. • Folders Management Assessment. • Submit Weekly Assignment December 9-13. 	<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 documents.</p> <p>4.2 Create and manage messages.</p>
Friday	Notes:	<p>Objective: Students will develop public speaking and presentation skills and learn about FBLA.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Graphic Design Competition Presentation. 	<p>Academic Standards:</p> <p>ADE, CTE, CTSO integration.</p>