1st Six Weeks 2023-2024

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| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 8/14 | 8/15 | 8/16 | 8/17 | 8/18 |
| **Teacher Workday**  **Student Holiday** | **Teacher Workday**  **Student Holiday** | **First Day of School**  Syllabus, Expectations and Procedures | Office Skills 1 Review  1A-F,7A-B | Excel Skills 1 Review  1A-F,3A-G,7A-B |
| 8/21 | 8/22 | 8/23 | 8/24 | 8/25 |
| Smart and Dumb Goals Lesson  1A-F,3A-G,5A-G | Smart and Dumb Goals Lesson  1A-F,3A-G,5A-G | Email Etiquette Lesson  1A-F,3A-G,5A-G | Email Etiquette Lesson  1A-F,3A-G,5A-G | Email Etiquette Lesson  1A-F,3A-G,5A-G |
| 8/29 | 8/29 | 8/30 | 8/31 | 9/1 Progress Reports |
| Soft Skills Lesson:  Communication  1A-F,3A-G,5A-G | Office Skills 2 Review  1A-F,7A-B | Office Skills 2 Review  1A-F,7A-B | Email and Excel Review Test  1A-F,3A-G,5A-G,7A-B | Career Research  Paper  1A-F,3A-G |
| 9/4 | 9/5 | 9/6 | 9/7 | 9/8 |
| **Holiday**  Related image | Gmetrix Excel Lessons  1A-F,7A-B | Roles in a Business:  Departments  1A-F,3A-G | Gmetrix Excel Lessons  1A-F,7A-B | Career Research  Paper  1A-F,3A-G |
| 9/11 | 9/12 | 9/13 | 9/14 | 9/15 |
| Soft Skills Lesson:  Listening  1A-F,3A-G,5A-G | Gmetrix Excel Lessons  1A-F,7A-B | Roles in a Business:  Payroll  1A-F,3A-G,7A-B | Roles in a Business:  Payroll  1A-F,7A-B | Gmetrix Excel Lessons  1A-F,7A-B |
| 9/18 | 9/19 | 9/20 | 9/21 | 9/22 |
| Soft Skills Lesson:  Teamwork  1A-F,3A-G,5A-G | Gmetrix Excel Lessons  1A-F,7A-B | Roles in a Business Test  1A-F,3A-G,7A-B | Gmetrix Excel Lessons  1A-F,7A-B | Career Research  Paper  1A-F,3A-G |