

Learning Objective	Winter Break/ No school	Winter Break/ No school	Teacher Workday/ No school	Standard: A1-2,4-5 Review school and classroom safety rules and procedures; Identify major causes of work-related accidents in the office environments; Demonstrate safety skills in an office/work environment. Standard: E1-2 Demonstrate effective listening and speaking skills; and effective reading and writing skills.	Standard: A1-2,4-5 Review school and classroom safety rules and procedures; Identify major causes of work-related accidents in the office environments; Demonstrate safety skills in an office/work environment. Standard: E1-2 Demonstrate effective listening and speaking skills; and effective reading and writing skills.
Activator – Lesson Importance				Student will understand the course overview and can abide by the class rules and expectations.	Student will understand the course overview and can abide by the class rules and expectations.

Guided Practice

Complete Syllabus review
questions

- Daily Expectations
- Syllabus
- Professionalism Grade