

Name: Bridgette Blake		Grading Quarter: 1	Week Beginning: August 5, 2024
School Year: 2023-2024		Subject: Business Operations 2	
Monday	Notes:	<p>Objective: Students will learn about their instructor and practice presentation skills.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Introduction PowerPoint • 20 Facts • Present 	Academic Standards:
Tuesday	Notes:	<p>Objective: Students will learn the requirements of the course and classroom rules, policies and procedures.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Login to NPC and register for course. • Syllabus review • Syllabus quiz 	Academic Standards:
Wednesday	Notes:	<p>Objective: Students will apply learning by taking the pretest assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Pretest 	Academic Standards: 1.0; 2.0; 3.0; 4.0; 5.0; 6.0; 7.0; 8.0
Thursday	Notes:	<p>Objective: Students will review Microsoft Office to prepare for certification exam.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Microsoft Office Review 	Academic Standards: 1.1
Friday	Notes: No School - PD	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: