

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: December 16, 2024
School Year: 2024-2025		Subject: Business Operations 2-3, B100 Introduction to Business NPC – Dual Enrollment	
Monday	Notes:	<p>Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Microsoft Office Certification Review 	<p>Academic Standards:</p> <p>1.0 Apply word processing software to produce documents.</p> <p>2.0 Compose documents for presentations.</p>
Tuesday	Notes:	<p>Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Microsoft Office Certification Review 	<p>Academic Standards:</p> <p>1.0 Apply word processing software to produce documents.</p> <p>2.0 Compose documents for presentations.</p>
Wednesday	Notes:	<p>Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> Microsoft Office Certification Test 	<p>Academic Standards:</p> <p>1.0 Apply word processing software to produce documents.</p> <p>2.0 Compose documents for presentations.</p>
Thursday	<p>Notes:</p> <p>No School – Christmas Break</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>
Friday	<p>Notes:</p> <p>No School – Christmas Break</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>

