

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:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: <ul style="list-style-type: none"> Microsoft Office Certification Review 	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.
Tuesday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: <ul style="list-style-type: none"> Microsoft Office Certification Review 	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.
Wednesday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: <ul style="list-style-type: none"> Microsoft Office Certification Test 	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.
Thursday	Notes: No School – Christmas Break	Objective: Lesson Overview:	Academic Standards:
Friday	Notes: No School – Christmas Break	Objective: Lesson Overview:	Academic Standards:

