

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: October 2, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn about saving and sharing documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 40 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Microsoft Office Certification October 2-5 document. • Microsoft Office Certification Course Saving and Sharing Documents Unit 3, Lesson 1. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Tuesday	<p>Notes:</p> <p>Midterms 1a, 1b, 2a, 2b</p>	<p>Objective: Students will apply learning by taking midterm exams.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Typing.com 1 minute and 3-minute tests. • Microsoft Office Midterm • Q1 File Management Assessment 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p> <p>7.0 Establish and follow procedures to manage records</p>
Wednesday	<p>Notes:</p> <p>Midterms 3a, 3b, 4a, 4b</p>	<p>Objective: Students will apply learning by taking midterm exams.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com bell work 10 minutes, 40 WPM. • Typing.com 1 minute and 3-minute tests. • Microsoft Office Midterm • Q1 File Management Assessment 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p> <p>7.0 Establish and follow procedures to manage records</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn to modify basic document properties.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Microsoft Office Certification Unit 3, Lesson 2. • Students will submit “Microsoft Office Certification October 2-5” 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p>
Friday	<p>Notes:</p> <p>No School – Fall Break</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>