

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: November 20, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format 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 typing tests, 45 WPM. • Create Microsoft Office Certification November 20th document. • Microsoft Office Certification Course Formatting Documents Unit 5, Lesson 2. • Email document to Mrs. Blake 	<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>4.2 Create and manage email messages.</p>
Tuesday	Notes:	<p>Objective: Students will learn the need for ethical behavior in the workplace.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Business Model Dissection • View video illustrating various aspects of business and ethical dilemmas. 	<p>Academic Standards:</p> <p>13.0 Demonstrate knowledge of the need for ethical behavior in the workplace.</p>
Wednesday	<p>Notes:</p> <p>No School – Thanksgiving</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>
Thursday	<p>Notes:</p> <p>No School – Thanksgiving</p>	<p>Objective:</p> <p>Lesson Overview:</p>	<p>Academic Standards:</p>

Friday	Notes:	Objective:	Academic Standards:
	No School – Thanksgiving	Lesson Overview:	