	Name: Bridgette Blake	Grading Quarter: Q2	Week Beginning: October 14, 2024
	School Year: 2024-2025	Subject: Microsoft Office Specialist Support (MOSS)	

	Notes:	Objective/Lesson Overview	Academic Standards
Monday	Notes: No School – PD	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn how to insert and modify headers and footers. Lesson Overview: • TypingClub.com 10 minutes, 40 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Microsoft Office Certification September 25-29 document. • Microsoft Office Certification Course, Unit 2 Lesson 5.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing typing lessons. Students will learn to format page background elements in Microsoft Word. Lesson Overview: • TypingClub.com bell work 10 minutes, 40 WPM. • Microsoft Office Certification Course Unit 2, Lesson 6.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.
Thursday	Notes:	Objective: Students will develop proficiency in typing by completing typing lessons. Students will implement all elements learned in Unit 2 by completing a project in Microsoft Word. Lesson Overview: • TypingClub.com, 10 minutes, 40 WPM • 1 Minute and 3 Minute Typing Tests • Microsoft Office Certification Course Unit 2 Project.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents.

Friday	Notes:	Objective: Students will learn communication, collaboration, and leadership skills working on graphic design competitive competition from FBLA. Lesson Overview: • Divide into groups and continue working on Graphic Design Competitive Event	Academic Standards: ADE, CTE, CTSO curriculum implementation.