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| Name: Bridgette Blake | | Grading Quarter: Q2 | Week Beginning: November 4, 2024 |
| School Year: 2024-2025 | | Subject: Microsoft Office Specialist Support (MOSS) | |
| Monday | Notes: Sub | <p>Objective: Students will learn proficiency in typing and explore career and college readiness.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Everfi Simulation: Keys to Success Career and College Readiness. Lesson 1, 2, and 3 | Academic Standards: CTE, Career and College Readiness |
| Tuesday | 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, 45 WPM. • Create Weekly Assignment November 4 – 7. • Microsoft Office Certification Course Formatting Documents Unit 4, Lesson 3. | Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents. 1.2 Format text, paragraphs, and sections. |
| Wednesday | 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, 45 WPM • 1 Minute and 3-Minute typing tests. • Microsoft Office Certification Unit 4, Lesson 4. • Submit Weekly Assignment November 4-7 via email to Mrs. Blake. | Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply word processing software to produce documents. 1.2 Format text, paragraphs, and sections. 4.2 Create, format, organize and manage messages. |

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| Thursday | <p>Notes:</p> <p>Sub</p> | <p>Objective: Students will develop proficiency in typing and explore career and college readiness.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Everfi.com Keys to Career and College Readiness Complete lessons 3, 4, 5 | <p>Academic Standards: CTE, Career and College Readiness</p> |
| Friday | <p>Notes:</p> <p>No School – PD</p> | <p>Objective:</p> <p>Lesson Overview:</p> | <p>Academic Standards:</p> |