

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: January 15
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes: No School – MLK Day	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn proficiency in typing by completing assigned lessons. Lesson Overview: <ul style="list-style-type: none"> • Typing.com lessons 1-3 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	Objective: Students will learn proficiency in typing by completing assigned lessons. Lesson Overview: <ul style="list-style-type: none"> • Typing.com lessons 4-6 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	Objective: Develop proficiency in typing by completing assigned lessons. Lesson Overview: <ul style="list-style-type: none"> • Typing.com lessons 7-9 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes: 'B' Day No MOSS	Objective: Lesson Overview:	Academic Standards: