

Name: Bridgette Blake		Grading Quarter: 3	Week Beginning: January 29
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 3 and 4 in Intermediate Section • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Tuesday	Notes:	<p>Objective: Develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 5 and 6 in Intermediate Section • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	<p>Objective: Develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 7 and 8 in Intermediate Section • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	<p>Objective: Develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 9 and 10 in Intermediate Section • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes: "B" Day – NO MOSS	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: