

Name: Bridgette Blake		Grading Quarter: Q3	Week Beginning: February 12
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing.com lessons 4 &amp; 5 in Advanced Section</li> <li>• 1 minute and 3-minute typing tests.</li> <li>• 40 WPM</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing.com lessons 6 &amp; 7 in Advanced Section</li> <li>• 40 WPM</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Login and introduction to Typing Club.</li> <li>• 40 WPM</li> <li>• Introduction to Microsoft Office Certification.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create and navigate documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Typing.com Completion</li> <li>• 1 minute and 3-minute typing tests.</li> <li>• Typing Club Set-up for bell work.</li> <li>• 40 WPM</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.1 Create and manage documents.
Friday	Notes:  No School	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: