

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 1
School Year: 2023		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:  No School	Objective:  Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Introduce the teacher and students and give an overview of the class.  Lesson Overview: <ul style="list-style-type: none"> <li>• Introduction game</li> <li>• Overview PowerPoint</li> <li>• Syllabus</li> </ul>	Academic Standards:
Wednesday	Notes:	Objective: Gain proficiency in keyboard functions and keyboarding skills.  Lesson Overview: <ul style="list-style-type: none"> <li>• Guide students to login to typing software.</li> <li>• Take one-minute and three-minute typing pre-test.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	Objective: Gain proficiency in keyboard functions and keyboarding skills  Lesson Overview: <ul style="list-style-type: none"> <li>• Login to typing software and complete lesson 1.</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes:	Objective: Introduce students to FBLA, the student-run organization associated with MOSS CTE.  Lesson Overview: <ul style="list-style-type: none"> <li>• Show several videos portraying activities of Arizona FBLA and national FBLA.</li> </ul>	Academic Standards: