

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 7
School Year: 2023		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 3-5 in Beginner section • 35 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 6-7 in Beginner section • 35 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 8-9 in Beginner section • 35 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 10-11 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	<p>Notes:</p> <p>No School Pd</p>	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: