

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 14
School Year: 2023		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes: NO School	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Develop proficiency in typing by completing assigned lessons. Lesson Overview: <ul style="list-style-type: none"> • Typing.com lessons 13, 14 & 15 in Beginner section • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	Objective: Develop proficiency in typing by completing assigned lessons. Lesson Overview: <ul style="list-style-type: none"> • Typing.com lessons 1, 2 and 3 in Intermediate section • 40 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 4, 5, 6 in Intermediate section • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes: "B" Day – No MOSS	Objective: Lesson Overview:	Academic Standards: