

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 21
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"> <li>• Typing.com lessons 5 and 6 in Intermediate Section</li> <li>• 40 WPM</li> </ul>	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"> <li>• Typing.com lessons 7 and 8 in Intermediate Section</li> <li>• 40 WPM</li> </ul>	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"> <li>• Typing.com lessons 9 and 10 in Intermediate Section</li> <li>• 40 WPM</li> </ul>	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"> <li>• Typing.com lessons 11 and 12 in Intermediate Section</li> <li>• 40 WPM</li> </ul>	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes:	<p>Objective: FBLA Friday. PSA announcement utilizing project management skills. Continued and deepened understanding of FBLA categories and competitions.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> <li>• Complete PSA draft</li> <li>• Record 30 second PSA video in front of green screen in Fab Lab.</li> </ul>	Academic Standards: 6.4 Practice project management skills. Incorporate CTSO teaching into CTE programs – AZDOE CTE