

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: August 28
School Year: 2023		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons seeking to meet 40 words per minute.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 1 and 2 in the Advanced section. • 40 WPM 	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 seeking to meet 40 words per minute.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 3 and 4 in the Advanced section. • 40 WPM 	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 seeking to meet 40 words per minute.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 5 and 6 in the Advanced section. • 40 WPM 	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 seeking to meet 40 words per minute and be assessed of their skills by completing various tests.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com review of all lessons completed • Typing.com final. • 1-minute and 3-minute tests • Login to TypingClub.com for continued bell work for remainder of semester. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	<p>Notes:</p> <p>No School</p>	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards:

