

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 4, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes: NO School Labor Day	Objective: Lesson Overview:	Academic Standards: .
Tuesday	Notes:	Objective: Students will develop proficiency in typing by registering on TypingClub.com for bell work. Students will be Introduced to the Microsoft Office Certification Course. Lesson Overview: <ul style="list-style-type: none"> • Register on TypingClub.com • Become familiar with navigating the site. • Become familiar with bell work procedure for the rest of the semester. • Complete first bell work activity, 10 minutes, 40 WPM • Take 1 minute and 3-minute test practice • Begin lesson 1 Microsoft Office Certification Course. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.1 create and manage documents
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing TypingClub.com bell work. Students will be introduced to Microsoft Office Suite. and compare and contrast Microsoft Word, Excel, PowerPoint, and Access. Lesson Overview: <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 40 WPM • Instruction on Word, PowerPoint, Excel and Access • Compare and contrast the differences and uses of each. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0; 2.0; 3.0;5.0
Thursday	Notes: 'B' Day No MOSS	Objective: Lesson Overview:	Academic Standards:

Friday	<p>Notes:</p> <p>'A' Day Reduced class time- Assembly</p>	<p>Objective: Students will be introduced to principles of marketing.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none">• Divide into groups and compete against each other playing "The Logo Game".	<p>Academic Standards: Az Department of Education, CTE Business and Marketing.</p>
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