

Name: Bridgette Blake		Grading Quarter: Q2	Week Beginning: October 30, 2023
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Microsoft Office Certification October 30-Nov. 3 document. • Microsoft Office Certification Course Formatting Documents Unit 4, Lesson 1. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p> <p>1.2 Format text, paragraphs, and sections.</p>
Tuesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Typing.com 1 minute and 3-minute practice typing tests. • Create Microsoft Office Certification October 16-20 document. • Microsoft Office Certification Course Formatting Documents Unit 4, Lesson 2. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p> <p>1.2 Format text, paragraphs, and sections.</p>
Wednesday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com 10 minutes, 45 WPM. • Microsoft Office Certification Course Formatting Documents Unit 4, Lesson 3. 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p> <p>1.2 Format text, paragraphs, and sections.</p>

Thursday	Notes:	<p>Objective: Students will develop proficiency in typing and learn how to format documents in Microsoft Word.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • TypingClub.com, 10 minutes, 45 WPM • 1 Minute and 3-Minute typing tests. • Microsoft Office Certification Unit 4, Lesson 4. • Students will submit "Microsoft Office Certification October 30-Nov. 3." 	<p>Academic Standards:</p> <p>6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.</p> <p>1.0 Apply word processing software to produce documents.</p> <p>1.2 Format text, paragraphs, and sections.</p> <p>4.2 Create, format, organize and manage messages.</p>
Friday	<p>Notes:</p> <p>FBLA Friday</p>	<p>Objective: Students will learn about Future Business Leaders of America (FBLA) categories and competitions and prepare a Sales Presentation.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Watch FBLA Competition video • Watch Sales Presentation • Create Sales Presentation with assigned group. 	<p>Academic Standards:</p> <p>Incorporate CTSO teaching into CTE programs – AZDOE CTE</p>