

Name: Bridgette Blake		Grading Quarter: Q3	Week Beginning: January 8, 2024
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes: No School	Objective: Lesson Overview:	Academic Standards:
Tuesday	Notes:	Objective: Students will learn the requirements of the course. Lesson Overview: <ul style="list-style-type: none"> • Introduction game • Overview PowerPoint • Syllabus 	Academic Standards: 1.0; 6.2
Wednesday	Notes:	Objective: Students will learn proficiency in typing. Lesson Overview: <ul style="list-style-type: none"> • Learn typing procedures. • Review proper typing posture, motion, ergonomics, body placement and equipment. • Guide students to login to typing software. • Take one-minute and three-minute typing pre-test. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	Objective: Students will learn proficiency in typing. Lesson Overview: <ul style="list-style-type: none"> • Login to typing software and complete lesson 1. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes:	Objective: Students will learn proficiency in typing. Lesson Overview: <ul style="list-style-type: none"> • Login to typing software and complete lesson 2. 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.