

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: January 22
School Year: 2023-2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons in 9 – 10 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Tuesday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 11 -12 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 13, 14, 15 in Beginner section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	<p>Objective: Students will learn proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 1 - 2 in Intermediate section • 35 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes: FBLA Friday	<p>Objective: Students will learn about Future Business Leaders of America (FBLA) the student-run organization for business.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Watch FBLA videos • Divide into groups and begin working on the Public Service Announcement category 	Academic Standards: 1.1 Create and manage documents 1.2 2.1 Create and manage presentations