

Name: Bridgette Blake		Grading Quarter: Q3	Week Beginning: February 5
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	<p>Objective: Students will develop proficiency in typing by completing assigned lessons.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 11 & 12 in Intermediate Section, and Lesson 1 in Advanced section. • 1 minute and 3-minute typing tests. • 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.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 2, 3, and 4 in 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.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com lessons 5, 6, & 7 in 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.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Typing.com Completion • 1 minute and 3-minute typing tests. • Typing Club Set-up for bell work. • 40 WPM 	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Friday	Notes: "B" Day – NO MOSS	<p>Objective:</p> <p>Lesson Overview:</p>	Academic Standards: