Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: April 1
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format documents in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 Minute and 3-Minute practice typing tests • Create Microsoft Office Certification April 1-5 document • Microsoft Office Certification Unit 4 Lesson 3	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format documents in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Open Microsoft Office Certification April 1-5 document • Microsoft Office Certification Unit 4 Lesson 4	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to create tables in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Open Microsoft Office Certification April 1-5 • Microsoft Office Certification Unit 4 Quiz • Microsoft Office Certification Unit 5, Lesson 1	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents
Thursday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to format tables in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Microsoft Office Certification Unit 5 – Lesson 2	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents

Friday	Notes:	Objective: Students will learn to insert graphic icons, shapes, and designs and create a cover letter. Lesson Overview: • Job Interview Introduction • Create cover letter • Create job interview questions	Academic Standards: 1.0 Apply Word Processing Software to Produce Documents ADE – CTSO