Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: May 6
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	Objective: Objective: Students will develop proficiency in typing by completing assigned lessons and learn to manage document collaboration in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Microsoft Office Certification Unit 7 Quiz • Create Microsoft Office Certification May 6-10 • Microsoft Office Certification Unit 8 – Lesson 1	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 4.0 Apply communication, collaboration, and email skills.
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to manage document collaboration in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Microsoft Office Certification Unit 8 – Lesson 2	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 4.0 Apply communication, collaboration, and email skills.
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to manage document collaboration in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • Microsoft Office Certification Unit 8 – Lesson 3	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 4.0 Apply communication, collaboration, and email skills.

Thursday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and learn to manage document collaboration in Microsoft Word. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute typing tests. • Microsoft Office Certification Unit 8 – Lesson 4 • Submit Microsoft Office Cert. May 6-10.	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills. 1.0 Apply Word Processing Software to Produce Documents 4.0 Apply communication, collaboration, and email skills.
Friday	Notes: No MOSS - "B" Day	Objective: Lesson Overview:	Academic Standards: