Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: May 13
School Year: 2023 - 2024		Subject: Microsoft Office Specialist Support (MOSS)	
Monday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons and apply learning by taking an assessment. Lesson Overview: • Typing Club bell work, 10 minutes/45 WPM • 1 minute and 3-minute final typing tests. • Microsoft Office Certification Unit 8 Quiz	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Tuesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons. Lesson Overview: • Typing Club Completion	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Wednesday	Notes:	Objective: Students will develop proficiency in typing by completing assigned lessons. Lesson Overview: • Typing Club Completion	Academic Standards: 6.2 Demonstrate proficiency in keyboarding functions and keyboarding skills.
Thursday	Notes:	Objective: Students will learn about the need for ethical business practices. Lesson Overview: • Business Model Dissection.	Academic Standards: 13.0 Demonstrate knowledge of the need for ethical behavior in the workplace.
Friday	Notes: No MOSS - “B” Day	Objective: Lesson Overview:	Academic Standards: