

Business Academic Computers

Curriculum Guide

Scranton School District

Scranton, PA



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Curriculum Guide

Business Academic Computers

Prerequisite: Introduction to Business

Business Academic Computer is a course designed to introduce students to computer programs and concepts used in today's business. Students will be introduced to file organization, word processing, spreadsheets, presentation software, and survey forms. As information is presented, students will apply their learned skills to real world business applications.

As students work through the curriculum, they will acquire the needed skills and concepts to rigorously gather and prepare a report that incorporates mastery of all material presented throughout the course.

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Year-at-a-glance

Business Academic Computer	Grade Level 10th	Date Completed: 2/
Quarter		
Topic	Resources	CCSS
file and folder maintenance	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
files and folders	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
shared files	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
processing software introduction	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
print generation and use of templates	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook	CC.1.2 CC.1.4

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	for Beginners by George Somers, 2014.	
and Formatting Text	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4
g Images, Links and more into a document	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
sts and Outlines	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
a table of contents (Index in a Document)	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
and Editing Tables in a Document	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
plications and projects	Teacher prepared user guides and projects	CC.1.2 CC.1.4

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arter	Resources	CCSS
Topic		
heet software introduction	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
; Text in a Spreadsheet	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
and Formatting a Spreadsheet	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
ing numbers, dates, currency and more	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
ions and Formulas	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1

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; cells	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
; and editing charts	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
and Filtering Data	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.2.1
lications and projects	Teacher prepared user guides and projects	CC.1.2 CC.2.1

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Topic	Resources	CCSS
ation software introduction	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
insert, duplicate, rearrange and delete slides	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4
ing slides from other presentations	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
g images, videos, text boxes, word art, shapes and tables sentation	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4 CC.1.5
g or adding themes to slides or whole presentations	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4 CC.1.5

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g or adding a background image to a slide	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4 CC.1.5
g the layout of a slide	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4 CC.1.5
animations to a slide	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4 CC.1.5
g slide transitions	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2 CC.1.4
plications and projects	Teacher prepared user guides and projects	CC.1.2 CC.1.4 CC.1.5

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Topic	Resources	CCSS
Software introduction	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
Edit and Insert new elements to Drawing	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
Apply formatting to your drawing	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
Align, group and ungroup objects in drawing	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
Applications and projects	Mastering Google Drive and Docs by Saqib Khan, 2015.	CC.1.2

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	Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	
software introduction	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
; forms and surveys	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
section heading, images and page breaks to a form	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	CC.1.2
applications and projects	Teacher prepared user guides and projects	CC.1.2

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General Topic	Academic Standard(s)	Essential Knowledge, Skills & Vocabulary	Resources & Activities	Assessments	Suggested
Introduction to Computers and setting up an account	15.3.12.D 15.3.12.S 15.4.12.A	Accessing Your Drive Drive Interface Menus and Toolbars Vocabulary: <ol style="list-style-type: none"> 1. Drive 2. Hard Drive 3. Cloud 4. Gigabites 5. Scroll bars 6. Menus 7. Toolbar 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	Teacher Generated Tests and Projects	1 day
Working with Folders	15.3.12.D 15.3.12.S 15.4.12.A	Creating, Copying and Deleting Organizing and Moving Files Drag and Drop Move to: Menus Moving Multiple Files and	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	Teacher Generated Tests and Projects	2 days

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		<p>Folders</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. File Management 2. Folders 3. Subfolders 4. File Hierarchy 5. Drop and Drag 			
Files and Folders	<p>15.3.12.D 15.3.12.S 15.4.12.A</p>	<p>Sharing Files and Folders</p> <p>Access Rights - Links Sharing</p> <p>Finding Your Files</p> <p>Color Coding of Folders</p> <p>Uploading Files and Folders</p> <p>Converting from one platform to another</p> <p>Downloading Files and Folder</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Backup 	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>	Teacher Generated Tests and Projects	2 days

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		<ol style="list-style-type: none"> 2. Search criteria 3. Upload 4. Download 		
Processing Menus and s	15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A	Various Menus and Editing Toolbars Vocabulary: <ol style="list-style-type: none"> 1. Interface 2. Drop Down Menu 3. Toolbar 4. Dialog Box 5. Files 6. Help 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	2 days
Print Generation	15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A	Print Options Find/Replace Text Spellchecking Selecting Text Cut, Copy, & Paste Editing Drag and Drop Editing Working with Fonts Vocabulary:	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	2 days

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		<ol style="list-style-type: none"> 1. Insertion point 2. Views 3. Title bar 4. Horizontal Scrollbar 5. Cut and Paste 6. Drop and Drag 7. Spell Check 8. Fonts 9. Font Size 10. Point 11. Format Painter 12. Portrait 13. Landscape 		
3 With Paragraphs	<p>15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Paragraph Indents</p> <p>Paragraph Line Spacing</p> <p>Paragraph Justification</p> <p>Outlines and Bullet Points</p> <p>Tabs</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Line Spacing 2. Alignment 3. Justification 	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>	2 days

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		<ol style="list-style-type: none"> 4. Tabs 5. Indent 6. Bullets 7. Multilevel List 			
s	<p>15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Images, Photos, Clipart, Shapes and Graphic Objects</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Images 2. Clipart 3. Graphics 4. Wordwrap 5. Sizing Handles 	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>		2 days
ettings	<p>15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Margins</p> <p>Page Breaks</p> <p>Headers and Footers</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Margin 2. Page Break 3. Header 	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>		2 days

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		4. Footer		
	15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A	Entering and Editing Text Formatting Borders and Cells Vocabulary: <ol style="list-style-type: none"> 1. Table 2. Borders 3. Cells 4. Sort 5. Merge cells 6. Split cells 7. Cell Reference 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	2 days
Contents and Index	15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A	Use and Formatting Vocabulary: <ol style="list-style-type: none"> 1. Table of Contents 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	2 days
Skills Applications and	15.3.12.B 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A	All Skills Listed for Word Processing	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for	30 days

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			<p>Beginners by George Somers, 2014.</p> <p>Word It! and Learn by Doing Projects developed by B.E. Publishing</p> <p>Other projects developed or found by the instructor.</p>	
ing a Spreadsheet e and Menus	<p>15.1.12.E 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Various Menus and Editing Toolbars</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Spreadsheet 2. Menus 3. Toolbars 4. Formula Bar 5. Cell 6. Cell Address 7. Active Cell 8. Tabs 9. Range 	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>	2 days
is	<p>15.1.12.E 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Simple Formulas</p> <p>Copy Formulas</p> <p>Formulas Using Dates</p> <p>MAX, MIN and AVERAGE</p>	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>	3 days

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		<p>FUNCTIONS</p> <p>Absolute References</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Formula prefix 2. Arithmetic operators 3. Complex formulas 4. Functions 5. Max 6. Min 7. Average 8. Absolute Reference 			
ing	<p>15.1.12.E 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Insert Columns and Rows</p> <p>Formatting Text and Cells Format number, dates, time, currency and more</p> <p>Merging cells</p> <p>Borders</p> <p>Conditional Formatting</p> <p>Hide Gridlines</p>	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>		2 days

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		<p>Data Sort</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Format 2. Font 3. Font Size 4. Point 5. Alignment 6. Autofit 7. Conditional Formatting 8. Borders 9. Shading 			
<p>Chart (Same sheet)</p> <p>Chart (Separate sheet)</p>	<p>15.1.12.E</p> <p>15.3.12.D</p> <p>15.3.12.I</p> <p>15.3.12.S</p> <p>15.4.12.A</p>	<p>Create a Chart</p> <p>Formatting a Chart</p> <p>Editing data in a Chart</p> <p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Y-Axis 2. X-Axis 3. Value Axis 4. Gridlines 5. Legend 6. Data Points 7. Data Series 	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>		<p>2 days</p>

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Skills Applications and	15.1.12.E 15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A	All Skills Listed for Spreadsheets	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014. Excel It! and Learn by Doing projects developed by B.E. Publishing Other projects developed or found by the instructor.		30 days
ing Presentation e Interface and Menus	15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	Various Menus and Editing Toolbars Vocabulary: <ol style="list-style-type: none"> 1. Menus 2. Toolbars 3. Thumbnails 4. Slide pane 5. Notes pane 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.		1 day
	15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I 15.3.12.S 15.4.12.A	Create Slides Insert Slides Duplicate Slides	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George		2 days

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	15.4.12.G	Reorder Slides Delete Slides Spell Check Importing a Powerpoint File Vocabulary: <ol style="list-style-type: none"> 1. Text placeholders 2. Title placeholders 3. Objects 4. Slide Layouts 5. Content placeholder 	Somers, 2014.		
	15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	WordArt Background Vocabulary: <ol style="list-style-type: none"> 1. WordArt 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.		2 days
	15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I	Changing or Adding Themes to a Slide or Presentation	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A		3 days

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	<p>15.3.12.S 15.4.12.A 15.4.12.G</p>	<p>Vocabulary:</p> <ol style="list-style-type: none"> 1. Theme 2. Theme colors 3. Theme fonts 4. Theme effects 	<p>Google Apps Textbook for Beginners by George Somers, 2014.</p>		
<p>g Layout of a Slide</p>	<p>15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G</p>	<p>Transitions</p> <p>Animations</p> <p>Viewing Slideshows</p> <p>Vocabulary:</p>			<p>3 days</p>
<p>nal enhancements to a ation</p>	<p>15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G</p>	<p>Inserting Tables</p> <p>Charts</p> <p>Videos</p> <p>Textboxes</p> <p>Shapes in a Presentation</p> <p>Speaker Notes</p> <p>Buttons and Hyperlinks</p> <p>Vocabulary:</p>	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p>		<p>3 days</p>

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		<ol style="list-style-type: none"> 1. Tables 2. Charts 3. Series 4. Textbox 5. Shapes 6. Sizing handles 7. Alignment 8. Notes 9. Buttons 10. Hyperlinks 		
Skills Applications and	<p>15.2.12.O 15.3.12.D 15.3.12.G 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G</p>	All Skills Listed for Presentations	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.</p> <p>Present It! and Learn by Doing projects developed by B.E. Publishing.</p> <p>Other Projects developed or found by the instructor.</p>	30 days
Software and	<p>15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A</p>	<p>Various Menus and Toolbars</p> <p>Vocabulary:</p>	<p>Mastering Google Drive and Docs by Saqib Khan, 2015.</p> <p>Google Drive Essentials: A</p>	1 day

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	15.4.12.G	<ol style="list-style-type: none"> 1. Menus 2. Toolbars 	Google Apps Textbook for Beginners by George Somers, 2014.		
35	15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	Creating Editing and Inserting New Elements Applying Formatting to a Drawing Vocabulary: <ol style="list-style-type: none"> 1. Shapes 2. Arrows 3. Callouts 4. Equation 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.		3 days
in a Drawing	15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	Select, Align, Group and Ungroup Objects in Drawing Vocabulary: <ol style="list-style-type: none"> 1. Object 2. Vertical Alignment 3. Horizontal Alignment 4. Grouping 5. Ungrouping 6. Regrouping 	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.		3 days

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Skills Applications and	15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	All Skills Listed for Drawings	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014. Learn by Doing Project developed by B.E. Publishing Projects developed or found by the instructor.	10 days
Forms Software and	15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	Various Menus and Toolbars Vocabulary: 1. Menus 2. Toolbars		1 day
Survey Forms	15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	Section Headings Images in a Form Page Breaks in a Form Vocabulary:	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014.	5 days

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		<ol style="list-style-type: none"> 1. Survey 2. Response Destination 3. Grid 4. Page Breaks 5. Images 		
Skills Applications and	15.3.12.D 15.3.12.I 15.3.12.S 15.4.12.A 15.4.12.G	All Skills Listed For Forms	Mastering Google Drive and Docs by Saqib Khan, 2015. Google Drive Essentials: A Google Apps Textbook for Beginners by George Somers, 2014. Learn by Doing Project developed by B. E. Publishing Other project developed or found by the instructor.	10 days
and Finals			Instructor generated Projects.	15 days