

Conneaut School District -- Grade 6 / Dept Business

Adopted: TBD

Major Topic	Concepts	Time	The students will know:	Skills	Assessment	Standard(s)
Keybo arding	Touch Keyboarding Document Processing	5 classes /grade	“Touch” method of keyboarding Homerow Proper technique Word processing format techniques	Technique - positioning, fingering, and keystrokes Posture Correct eye contact Alphabet Keys by touch Learn key numbers and symbols Accuracy Document Processing	Drill and practice Observation Accuracy Words per minute Printed documents	15.4.8 A-D, G, L
Word Process ing	Introduction to Word Google Docs	30 classes	Features of ribbons Navigation of tabs, groups, and commands Organizing, saving files, and creating folders Comparing features of Word and Google docs	Create New Document Open and Edit an Existing Document Move, Copy, and Paste Text Format Characters and Paragraphs Create and Edit Tables Modify Page Layout Text wrapping with objects Printing and Publishing Documents Correcting Documents Comparing Word and Google docs - pros and cons Online collaborations in Google docs Sharing Google docs	Teacher observations Lesson assessments Comprehensive unit assessments Projects and independent research	15.4.8 A-D, G, K, L, M

Presentations	PowerPoint Google Slides	2 classes	<p>Creating a presentation using PowerPoint or Google Slides</p> <p>Formatting information, images, charts, layouts, and other visual features of the presentation</p> <p>Adding multimedia aspects to the presentation .</p> <p>Presenting to an audience.</p>	<p>Create a new presentation from scratch or using a template</p> <p>Open and editing (format) presentation</p> <p>Insert slides, select different layouts, insert text</p> <p>Insert and formatting a table in presentation</p> <p>Add objects such as WordArt, ClipArt, shapes, and images into a presentation</p> <p>Add in animations and transitions, and timing</p> <p>Print or share presentations</p> <p>Deliver presentation</p> <p>Compare PowerPoint and Google Slides</p> <p>Online collaborations in Google Slides</p>	Run completed presentation for an audience	15.4.8 A-D, G, K, L, M
G-Suite	Google Suite	2 classes	<p>Becoming familiar with the features of Google Suite</p> <p>Identifying and describing the features of the G-Suite</p> <p>Responsibly using the features of the G-Suite</p>	<p>Access account</p> <p>Organize Drive</p> <p>Access applications</p> <p>Share applications with teacher and when collaborating</p> <p>Be responsible with features</p> <p>Use the toolbars</p>	Demonstrating tasks	15.4.8 A-D, G, K, L, M

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