Conneaut School District -- Grade 8 / Dept Business

Adopted: TBD

Major Topic	Concepts	Time	The students will know:	Skills	Assessment	Standard(s)
Word Processing	Introduction to Word Google Docs	18 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
Cyber Safety /Digital Citizenship	Cyber safety Cyber laws Digital citizenship Social Media	2 classes	Legal and responsible use of information and technology Exhibit leadership for digital citizenship Discuss different social media Discuss digital footprint when using social media	Safeguard personal information - passwords, email address Acceptable use policy Recognize and using safe sites Use appropriate websites Protect private identity Be responsible when using social media Discuss cyber bullying	Participation is discussion Demonstrate through actions Projects and reports Assignments	15.4.8 A, B

	Intro to Publisher	5 classes	Using features of Publisher Create brochure to report research	Open, save, and manage files Create correct size/layout of document Set up layout guides Print publications Insert and modifying images Create text boxes Use WordArt and tools Insert and modify tables	Completed project	15.4.8 A-D, G, K, L, M
	Excel Google Sheets	5 classes	Setting up and formatting data in a spreadsheet Using formulas to perform calculations Generating appropriate charts and graphs to represent data	Basic knowledge of spreadsheet terminology Create a spreadsheet and entering data Format data Use the fill handle Use basic formulas and functions such as SUM and AVERAGE Create charts and graphs Format a worksheet for printing Manage worksheets Compare Excel and Google Sheets - pros and cons	Completed spreadsheets Correct representation of data through graphs and charts Assignments	15.4.8 A-D, G, L, M

==Present ations==	PowerPoint Google Slides	5 classes	Creating a presentation using PowerPoint or Google Slides Formatting information, images, charts, layouts, and other visual features of the presentation Adding multimedia aspects to the presentation . Presenting to an audience.	Create a new presentation from scratch or using a template Open and editing (format) presentation Insert slides, select different layouts, insert text Insert and formatting a table in presentation Add objects such as WordArt, ClipArt, shapes, and images into a presentation Add in animations and transitions, and timing Print or share presentations Deliver presentation Compare PowerPoint and Google Slides Online collaborations in Google Slides	Run completed presentation for an audience	15.4.8 A-D, G, K, L, M
==Learnin g Manag ement System==	Canvas	3 classes	Accessing account and classes in Canvas Complete assignments and submit through Canvas Revise and resubmit assignments	Log on to Canvas Navigate Canvas Open assignment Open links and resources for the assignments Complete assignments and submit Revise and Resubmit assignments Communicate through Canvas - discussions, comments, grades	Successfully completing assignments and submitting	15.4.8 A-D, G, K, L, M
==G-Suite==	Google Suite	2 classes	Becoming familiar with the features of Google Suite Identifying and	Access account Organize Drive Access applications Share applications with teacher and when collaborating Be responsible with features	Demonstrating tasks	15.4.8 A-D, G, K, L, M

			describing the features of the G-Suite Responsibly using the features of the G-Suite	Use the toolbars		
	Win Career	5 classes	Access student's Win Career account Explore different Career Clusters and careers Complete assessments to better understand career opportunities Help students make informed decisions for studies in high school and future career path	Log into Wincrsystem.com account Complete 5-6 career assessments and save results Explore multiple careers and save in favorites Create and print a Personal Learning Plan	Personal Learning Plan	15.4.8 A-D, G, K, L, M