Conneaut School District -- Grade 5 / Dept Business

Adopted: TBD

Major Topic	Concepts	Time	The students will know:	Skills	Assessment	Standard(s)
Keyboarding	Touch Keyboarding Document Processing	Classes 36 classes /grade	"Touch" method of keyboarding Homerow Proper technique Word processing format techniques	Learning techniques - positioning, fingering, and keystrokes Posture Correct eye contact Alphabet Keys by touch Learn key numbers and symbols Accuracy Creating and editing documents	Drill and practice Observation Accuracy Words per minute Printed documents	15.4.4 A-D, G, L
Word Processing	Introduction to Word Google Docs	5 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	15.4.4 A-D, G, K, L, M

<mark>Cyber Safety /Digital Citizens hip</mark>	Cyber safety Cyber laws Digital citizenship Social Media	4 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 use 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	15.4.4 A, B
<mark>G-Suite</mark>	Google Suite	2 classes	Becoming familiar with the features of Google Suite Identifying and describing the features of the G-Suite Responsibly using the features of the G-Suite	Access account Organize Drive Access applications Share applications with teacher and when collaborating Be responsible with features Use the toolbars	Demonstrating tasks	15.4.4 A-D, G, K, L, M