Unit 01: Documents

Content Area: **Business**
Course(s): **Generic Course**
Time Period: **Semester 1 & 2**
Length: **5 weeks**
Status: **Published**

Standards

PFL.9.1.12.B	Money Management
CAEP.9.2.12.C	Career Preparation
TECH.8.1.12	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.12.B	Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.
TECH.8.1.12.C	Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
TECH.8.1.12.D	Digital Citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
TECH.8.1.12.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
TECH.8.2.12.A	The Nature of Technology: Creativity and Innovation: Technology systems impact every aspect of the world in which we live.
TECH.8.2.12.C	Design: The design process is a systematic approach to solving problems.
TECH.8.2.12.E	Computational Thinking: Programming: Computational thinking builds and enhances problem solving, allowing students to move beyond using knowledge to creating knowledge.

Enduring Understanding

1. Understand how Google Docs, is similar to, and different from, traditional computer-based office suites
2. Successfully edit an EXISTING Google Docs, and Drawings (one shared with you)
3. Successfully create an individual Google Docs, and Drawings (and share it)
4. Successfully contribute to a group Google Docs, Drawings (in real time)
5. Understand PERSONAL/PROFESSIONAL uses & applications for Google Docs

Essential Questions

How to create and be the most productive student/worker using Google Docs?

What are the benefits of using Google Docs over other word processors?

Knowledge and Skills

Formatting and printing a document

Editing basics

Formatting lists

Working with tables and links

Retreiving and copying a document (file management)

Using Shapes and Graphic Tools

Collaborating with Docs

Transfer Goals

Students will be able to explain how technology (documents, spreadsheets, slideshows) works with business.

Students will also be completing business related tasks from simple to complex.

Resources

Google Suite
Kahoot!
EdPuzzle
YouTube
Peardeck