

WINTHROP HIGH SCHOOL

Google Suite

Course Overview

This course stresses the development of touch keyboarding skills and techniques along with a thorough examination of the Google Suite applications. The Google Suite course combines Typing Jungle curriculum written by www.Typingclub.com with the [Applied Digital Skills](#) Curriculum written by Google Education. The online curriculum teaches students the skills they need for success in the classroom, workplace, and everyday life. The Google Applied Digital Skills program is “designed for an in-school, self paced, blended learning where learners practice life skills while building creative projects using Google Suites of apps.” Upon completion of this class the student will possess detailed understanding of the Google Suite applications along with professional keyboarding skills.

Materials

Chromebook
Headphones

2 Pocket Folder
Pen/Pencil

Accounts needed to set-up for use in the class

Typing Club Account
Google Applied Digital Skills Account
Schoology (Set-up using Winthrop Public School e-mail)

Curriculum Content Map

KeyBoarding Skills

TypingClub's lesson plan contains over 600 lessons, guiding students from individual keys through numbers and punctuation, and all the way to a goal of 75 WPM.

The carefully designed lessons include instructional videos, educational games, cross-curricular content, and other interactive experiences.

[Link to how TypingClub keyboarding aligns to Common Core Standards.](#)

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Applied Digital Skills

** Learn * Prepare * Teach * Grow **

Click an icon below to view details about each lesson!



If-Then Adventure Stories
- Students create an interactive, If/Then Adventure Story in Google Slides.



Research & Develop a Topic - Students conduct research while learning about source credibility.



Technology, Ethics, & Security - Students research a topic and create a deliverable to communicate findings.



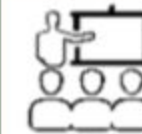
Plan an Event - Students collaborate with a team to choose, plan, and organize an event.



Guide to an Area - Students use structured data to create an interactive guide to an area in a spreadsheet.



Technology's Role in Current Events - Students research a topic and create a deliverable to communicate findings.



Create a Presentation "All About a Topic" - Students create an interactive presentation in Google Slides to share information about any topic.



Plan and Budget - Students research and collect data about a long-term, contractual purchase, like a cell phone and data plan.



Create an Editing Tool with Programming - Students Create an "Auto Editor" tool that finds and highlights overused words in a piece of writing using Google Docs.



Technology at Work - Students research a topic and create a deliverable to communicate findings.



Pick the Next Box Office Hit - Students analyze movie data to formulate a hypothesis based on trends to pick the next box office hit.



Equal Access to Technology - Students research a topic and create a deliverable to communicate findings.



Use Google to Get a New Job - Students use GSuite to search for job opportunities, explore careers, write a resume, submit applications, and practice interviewing.

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Applied Digital Skills Topics by Unit Middle and High School	Digital Collaboration	Google Drive	Google Docs	Google Slides	Google Sheets	Google Drawings	Gmail	Google Calendar	Google Sites	Google Maps	Google search	Research strategies	Coding
If-Then Adventure Stories													
1: Introduction to Applied Digital Skills													
2: Brainstorm Story Ideas	X		X	X									
3: Create an If/Then Adventure	X			X									
4: Wrap Up	X	X		X									
Research and Develop a Topic													
1: Test for Credibility			X									X	
2: Explore a Topic with Research & Collaboration			X								X	X	
3: Code Welcome Screen												X	X
4: Wrap Up													
Plan an Event													
1: Select and Research an Event	X		X		X						X		
2: Plan Tasks for Your Event	X				X								
3: Communicate with Gmail and Calendar	X				X		X	X					
4: Create a Logo	X				X	X							
5: Build a Flyer to Advertise	X		X		X								
6: Share Your Event Digitally	X				X				X				
7: Unit Wrap Up													
Guide to an Area													
1: Create an Area Guide					X					X			X
2: Add Filters and Custom Rating Scales					X								X
3: Add Interactive Images					X								X
4: Make a Custom Map					X					X			X
5: Unit Wrap Up													
Plan and Budget													
1: Make a Long-Term Spending Decision					X								
2: Choose Where to Live					X					X			X
3: Develop a Budget					X								
4: Research Car Loans					X								

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5: Plan a Vacation				X							
6: Unit Wrap Up											
Create an Editing Tool with Programming											
1: Identify Programming Concepts in Everyday Life				X							X
2: Use a Loop to Find a Word			X								X
3: Search for Multiple Words			X								X
4: Find and Reuse Code for Your Program			X								X
5: Unit Wrap Up											
Pick the Next Box Office Hit											
1: Review Movie Ideas	X		X								
2: Explore and Visualize Movie Data					X						
3: Analyze the Data					X						
4: Select a Movie to Produce			X		X						
5: Market your Movie						X					
6: Build a Website to A B Test Your Posters	X				X						X
7: Pitch your Movie	X		X								
8: Unit Wrap Up											
Create a Presentation "All About a Topic"											
1: Create a Presentation "All About a Topic"	X			X							
Compiled by Eric Curts - ericcurts@gmail.com - ControlAltAchieve.com											
Applied Digital Skills is a Grow with Google Program - applieddigitalskills.withgoogle.com											