

Name _____ Grade _____ A B

8th Grade Curriculum Checklist for Business Computer Science

Standard: Student will utilize the word processing software- Word Unit

Essential Question: How would students use a word processing software and its features to create a professional document?

www.gcflearnfree.com Video training					
Lessons/ Videos		Date Completed		Notes Completed	
Day 1 Lessons 1-6					
Day 2 Lessons 7-14					
Day 3 Lessons 15-23					
Skill Tested	Assignment & Activity	File Name	Date Completed	Passed Y N	Grade
Title Page Page Number Header Footer Tabs Centering Capitalization Abstract	APA Style Paper				
Day 1	3 pages				
Day 2	3 pages				
Day 3	3 pages				
Day 4	3 pages				
Resume	Resume				

8th Grade Excel Assignments

Standard: Students will utilize the spreadsheet software- Excel Unit

Essential Question: How will students use a spreadsheet software to display data/information to others?

Skill Tested	Assignment & Activity	File Name	Date Completed	Passed Y N	Grade
Formulas /*-+ Parentheses	Activity 12 Teen USA	Payroll Register			

Power Point Units – Presentation for 8th Grade

Standard: Students will utilize the presentation software- Powerpoint Unit

Essential Question: How will students use a presentation software to present information/data to an audience/others?:

<i>Skill Tested</i>	<i>Activity</i>	<i>File Name</i>	<i>Date Completed</i>	<i>Passed Y N</i>	<i>Grade</i>
<i>Day 1 Videos Lessons 1-8</i>					
<i>Day 2 Videos Lessons 9-15</i>					
<i>Day 3 Videos Lessons 15-23</i>					
<i>Hyperlink</i>	<i>College Tour</i>	<i>College Tour</i>			

Desktop Publishing Unit & Assignment for 8th Grade

Standard: Student will develop and apply desktop skills

Essential Question: How will students use the desktop publishing software and its features to create projects?

<i>Skill Tested</i>	<i>Assignment & Activity</i>	<i>File Name</i>	<i>Date Completed</i>	<i>Passed Y N</i>	<i>Grade</i>
<i>Graphic skills</i>	<i>High School Diploma</i>	<i>High School Diploma</i>			
<i>Graphic skills</i>	<i>College Degree</i>	<i>College Degree</i>			