

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

<u>Day</u>	<u>Unit</u>	<u>Lessons/Activities</u>	<u>Notes</u>	<u>PA Standards</u>	<u>Common Core Standards</u>
1	Introduction to Computer	Presentation of class rules	Logging in Correctly Introducing yourself	Business and Computer Information Technology <input type="checkbox"/> 15.3.8.A. <input type="checkbox"/> 15.3.8.B. <input type="checkbox"/> 15.3.8.C. <input type="checkbox"/> 15.3.8.D. <input type="checkbox"/> 15.4.8.A. <input type="checkbox"/> 15.4.8.B.	English Language Arts <input type="checkbox"/> CC1.2.8.C <input type="checkbox"/> CC1.2.8.F <input type="checkbox"/> CC1.2.8.G <input type="checkbox"/> CC1.3.8.J <input type="checkbox"/> CC.1.4.8.A <input type="checkbox"/> CC.1.4.8.R <input type="checkbox"/> CC.1.4.8.T <input type="checkbox"/> CC.1.4.8.U
2	Introduction to Logging in and Type to Learn	Hand out passwords	Show different options to communicate effectively. Importance of Grammar and spelling.		
3	Type to Learn	Learn the home row	Make sure all students can use type to learn and it is accessible		
4	Type to Learn	Correct posture	Take a basic typing test.		
5	Google Email	How to send an email	Communication	Business and Computer Information Technology <input type="checkbox"/> 15.3.8.D. <input type="checkbox"/> 15.3.8.E. <input type="checkbox"/> 15.3.8.M <input type="checkbox"/> 15.3.8.Q <input type="checkbox"/> 15.3.8.R <input type="checkbox"/> 15.3.8.S <input type="checkbox"/> 15.3.8.U <input type="checkbox"/> 15.3.8.W <input type="checkbox"/> 15.3.8.X	English Language Arts <input type="checkbox"/> CC1.2.8.F <input type="checkbox"/> CC1.2.8.G <input type="checkbox"/> CC1.3.8.J <input type="checkbox"/> CC.1.4.8.A <input type="checkbox"/> CC.1.4.8.R <input type="checkbox"/> CC.1.4.8.U Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
6	Google Email	How to send an email	Communication		
7	Google Email	How to send an email	Communication		

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

8	Microsoft Word	Save, Add Footer, Toolbars	Forms of Business Ownership	Business and Computer Information Technology <input type="checkbox"/> 15.1.8.N <input type="checkbox"/> 15.3.8.A <input type="checkbox"/> 15.3.8.B. <input type="checkbox"/> 15.3.8.C <input type="checkbox"/> 15.4.8.D <input type="checkbox"/> 15.4.8.G <input type="checkbox"/> 15.8.8.B	English Language Arts <input type="checkbox"/> CC.1.2.8.C <input type="checkbox"/> CC.1.2.8.G Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
9	Microsoft Word	Insert a table, Modify a table	Forms of Business Ownership		
10	Microsoft Word	Smart Art	Management Styles	Business and Computer Information Technology <input type="checkbox"/> 15.3.8.A <input type="checkbox"/> 15.3.8.B. <input type="checkbox"/> 15.3.8.C <input type="checkbox"/> 15.4.8.D <input type="checkbox"/> 15.8.8.E	English Language Arts <input type="checkbox"/> CC.1.2.8.C <input type="checkbox"/> CC.1.2.8.G Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
11	Microsoft Word	Smart Art	Management Styles		
12	Microsoft Word	Fonts, Sizes, Spelling	Ethical vs. Unethical Behavior	Business and Computer Information Technology <input type="checkbox"/> 15.3.8.A <input type="checkbox"/> 15.3.8.B. <input type="checkbox"/> 15.3.8.C <input type="checkbox"/> 15.4.8.D <input type="checkbox"/> 15.8.8.C	English Language Arts <input type="checkbox"/> CC.1.2.8.C <input type="checkbox"/> CC.1.2.8.G Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
13	Microsoft Excel	Mean Median Mode and Range	The Balance Sheet	Business and Computer Information Technology <input type="checkbox"/> 15.1.8F <input type="checkbox"/> 15.1.8G <input type="checkbox"/> 15.1.8.Q <input type="checkbox"/> 15.1.8.Z <input type="checkbox"/> 15.4.8.D	English Language Arts <input type="checkbox"/> CC.1.2.8.G Mathematics <input type="checkbox"/> CC2.1.8.E.1 <input type="checkbox"/> CC2.2.6.B.2 <input type="checkbox"/> CC.2.4.6.B.1
14	Microsoft Excel	Mean Median Mode and Range	The Balance Sheet		

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

				15.4.8.G	Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
15	Microsoft Excel	Formulas	Simple vs Compounding Interest	Business and Computer Information Technology <input type="checkbox"/> 15.4.8.D <input type="checkbox"/> 15.4.8.G <input type="checkbox"/> 15.6.8.J	English Language Arts <input type="checkbox"/> CC.1.2.8.G Mathematics <input type="checkbox"/> CC.2.1.8.E.1 <input type="checkbox"/> CC.2.2.8.B.2 <input type="checkbox"/> CC2.2.8.C.1 <input type="checkbox"/> CC2.2.8.C.2 <input type="checkbox"/> CC2.4.8.B.1 Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
16	Microsoft Excel	Formulas	Simple vs Compounding Interest		
17	Microsoft Excel	Formulas	Simple vs Compounding Interest		
18	Microsoft Excel	Charts	Positive or Negative Credit History	Business and Computer Information Technology <input type="checkbox"/> 15.6.8.H <input type="checkbox"/> 15.6.8.K <input type="checkbox"/> 15.6.8.L <input type="checkbox"/> 15.6.8.M	English Language Arts <input type="checkbox"/> CC.1.2.8.G Mathematics <input type="checkbox"/> CC.2.1.8.E.1 <input type="checkbox"/> CC.2.2.8.B.2 <input type="checkbox"/> CC.2.2.8.C.1 <input type="checkbox"/> CC2.2.8.C.2 <input type="checkbox"/> CC2.3.8.A.1 <input type="checkbox"/> CC.2.3.8.A.2 <input type="checkbox"/> CC2.4.8.B.1
19	Microsoft Excel	Charts	Positive or Negative Credit History		
20	Microsoft Excel	Charts	Positive or Negative Credit History		

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

					Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.I CC.3.5.6-8.J
21	Microsoft Excel	Smart Art	Taxes	Business and Computer Information Technology <input type="checkbox"/> 15.1.8.Y <input type="checkbox"/> 15.6.8.E	English Language Arts <input type="checkbox"/> CC.1.2.8.G Mathematics <input type="checkbox"/> CC2.1.8.E.1 <input type="checkbox"/> CC2.2.6.B.2 <input type="checkbox"/> CC.2.4.6.B.1 Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
22	Microsoft Excel	Smart Art	Taxes		
23	Microsoft Excel	Smart Art	Taxes		
25	Inspiration	Create a diagram, Insert Symbols, Add Links	Marketing	Business and Computer Information Technology <input type="checkbox"/> 15.9.8.B <input type="checkbox"/> 15.9.8.C <input type="checkbox"/> 15.9.8.E <input type="checkbox"/> 15.9.8.G	English Language Arts <input type="checkbox"/> CC1.2.8.F <input type="checkbox"/> CC1.2.8.G <input type="checkbox"/> CC1.3.8.J <input type="checkbox"/> CC.1.4.8.A <input type="checkbox"/> CC.1.4.8.R <input type="checkbox"/> CC.1.4.8.U Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I
26	Inspiration	Modify Symbols and Links	Marketing		
27	Inspiration	Add notes	Marketing		
28	Inspiration	Modify Outline, Print outline and Diagram	Marketing		

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

					<input type="checkbox"/> CC.3.5.6-8.J
29	Inspiration	Create your own inspiration project	Pick a Company	Business and Computer Information Technology 15.9.8.F	English Language Arts <input type="checkbox"/> CC.1.2.8.A <input type="checkbox"/> CC.1.2.8.F <input type="checkbox"/> CC.1.2.8.G Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
30	Inspiration	Create your own inspiration project	Pick a Company		
31	Inspiration	Create your own inspiration project	Pick a Company		
32	Microsoft PowerPoint	Introduce worksheet based on BCIT career	Career Exploration	Business and Computer Information Technology 15.2.8.A 15.2.8.B 15.2.8.E	English Language Arts <input type="checkbox"/> CC.1.2.8.F <input type="checkbox"/> CC.1.2.8.G Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
33	Microsoft PowerPoint	Introduce worksheet based on BCIT career	Career Exploration		
34	Microsoft PowerPoint	Introduce PowerPoint, Add Slides, Add Content	Career Exploration		
35	Microsoft PowerPoint	Add Themes, Add Pictures, Modify Fonts	Career Exploration		
36	Microsoft PowerPoint	Add Transitions and Animations	Career Exploration		
37	Microsoft PowerPoint	Send PowerPoint	Career Exploration		
38	Google Docs	Open and Create Document	Laws and Regulations	Business and Computer Information Technology 15.2.8.I	English Language Arts <input type="checkbox"/> CC1.2.8.F <input type="checkbox"/> CC1.2.8.G <input type="checkbox"/> CC1.3.8.J <input type="checkbox"/> CC.1.4.8.A <input type="checkbox"/> CC.1.4.8.R <input type="checkbox"/> CC.1.4.8.U
39	Google Docs	Finish Creating Document	Laws and Regulations		
40	Google Docs	Share, Modify, and Submit a Partners Document	Laws and Regulations		

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

					Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
41	Google Spreadsheets	Open and Create a Google spreadsheet, Insert Data	Calculating Investment Growth using Rates of Return	Business and Computer Information Technology 15.6.8.Q 15.6.8.R	English Language Arts <input type="checkbox"/> CC.1.2.8.G Mathematics <input type="checkbox"/> CC2.1.8.E.1 <input type="checkbox"/> CC2.2.6.B.2 <input type="checkbox"/> CC.2.4.6.B.1 Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C <input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I CC.3.5.6-8.J
42	Google Spreadsheets	Modify, Edit and Share Google Spreadsheet	Calculating Investment Growth using Rates of Return		
43	Google Presentations	Create a new basic Presentation, Insert Slides and Information	Components of Business and Computer Information Technology	Business and Computer Information Technology 15.1 15.2 15.3 15.4. 15.5 15.6 15.7 15.8 15.9	English Language Arts <input type="checkbox"/> CC1.2.8.C <input type="checkbox"/> CC1.2.8.F <input type="checkbox"/> CC1.2.8.G <input type="checkbox"/> CC1.3.8.J <input type="checkbox"/> CC.1.4.8.A <input type="checkbox"/> CC.1.4.8.R <input type="checkbox"/> CC.1.4.8.T <input type="checkbox"/> CC.1.4.8.U Science and Technical Subjects <input type="checkbox"/> CC.3.5.6-8.A <input type="checkbox"/> CC.3.5.6-8.C
44	Google Presentations	Modify Presentation by inserting pictures, adding transitions	Components of Business and Computer Information Technology		
45	Google Presentations	Share Presentations	Components of Business and Computer		

Business and Computer Information Technology Education – 8th Grade
45-Day Wheel Course Lesson Map

			Information Technology		<input type="checkbox"/> CC.3.5.6-8.G <input type="checkbox"/> CC.3.5.6-8.I <input type="checkbox"/> CC.3.5.6-8.J
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