Google Apps Curriculum Design Objectives:

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- Subunit One: Gmail and Calendar
    - Students will be able to send and receive email messages. (Knowledge)
    - Students will file emails into folders and set filters for auto-filing. (Knowledge)
    - Students will be able to create an event and be able to manage that event using calendars. (Knowledge)
    - Students will keep assignments in their calendars. (Knowledge)
- Google Documents
    - Students will create documents from scratch. (synthesis)
    - Students will use formatting methods of MLA and will be able to save and print their documents. (application, analysis)
    - Students will learn to share the document to others for collaboration. (application, analysis)
- Google Spreadsheets
    - Students will learn how to create a spreadsheet from scratch.m (synthesis)
    - Students will use formulas to auto-tabulate sum, median, and other various formulas. (synthesis)
    - Students will learn to share the spreadsheet to others for others to collaborate on. (application, analysis)
- Google Presentations
    - Students will create presentations using Google Presentations. (synthesis)
    - Students will place pictures and movies inside of their presentations. (synthesis)
    - Students will learn to share the Presentation to others for collaboration. (application, analysis)
- Google Forms
    - Students will create s survey to receive feedback on. (synthesis)
    - Students will use Flubaroo to further assess their results. (synthesis)

•Students will learn to share the Form to others for collaboration. (application, analysis)

• Importing and using Templates

•Students will take existing word documents and import them into Google Documents. (Knowledge)

•Students will use the templates to create a calendar. (Knowledge)

•Students will create their own Template for the organization. (Knowledge)