Pine Hill Public Schools Curriculum			
Content Area:	Electives		
Course Title/ Grade Level:	Technology in Action: Excel		
Unit 1:	Basic functions of Excel	Duration:	8 Weeks
Unit 2:	How spreadsheets are useful and important tool	Duration::	8 Weeks
BOE Approval Date:	August 26, 2014		

Pine Hill Public Schools		
Curriculum		
Unit Title: Basic functions of Excel		**Unit #: One**
Course or Grade Level: Technology in Action:Excel	**Length of Time: 8 Weeks**	
Pacing	Weeks 1-8	
Essential Questions	• How can spreadsheets be used in business and in everyday life? • Why is it beneficial to use spreadsheets to organize, display, and analyze data? • How is data effectively communicated? • What are the benefits of using an Excel spreadsheet vs. a Word document? • What professions—business and otherwise—benefit from using Excel?	
Content	• Parts of the spreadsheet • Key terms related to spreadsheets • Formatting a spreadsheet	
Skills	• Define key spreadsheet terms • Create a spreadsheet utilizing proper formatting skills • Create formulas in a spreadsheet • Enhance a spreadsheet through bolding and /or italicizing data, borders, clipart, shading, and alignment of data	
Assessments	• Benchmark Assessment • Quizzes • Tests • Student and teacher created rubrics • Student Portfolio of Products • Alternative assessments (i.e. performance based, inquiry project)	
Interventions / differentiated instruction	• Extended time for completion of assignments or tests • Grouping • Shortened assignments • Assignment notebooks • Supplemental aids (vocabulary, summary cards, modern translation of original work, etc.) • Visual demonstrations • Presentation of material in small steps • Visual or multisensory materials • Functional level materials • Mnemonic aids/devices • Credit for class participation, effort and attendance • Modified tests • Tutoring assistance (peer, pal, teacher, etc.) • Emphasis on successes • Graphic Organizers • CITW strategies • Peer editing, think/pair/share, small group • Include strategies aimed at assisting English Language Learners	

Inter-disciplinary Connections	• History • Mathematics • Literacy • Science • Art
Lesson resources / Activities	• <u>Learning Microsoft Office 2010 Deluxe Edition</u> • Teacher created assignments • Teacher website

Common Core Standards

Content Statement:	Standard(s):
The use of technology and digital tools requires knowledge and appropriate use of operations and related applications	**8.1 Technology (STRAND A. TECHNOLOGY OPERATIONS AND CONCEPTS)** 8.1.12.A.1 Construct a spreadsheet, enter data, and use mathematical or logical functions to manipulate data, generate charts and graphs, and interpret the results
The ability to recognize a problem and apply critical thinking and problem-solving skills to solve the problem is a lifelong skill that develops over time.	**9.1 21st Century Life and Careers (STRAND A CRITICAL THINKING & PROBLEM SOLVING)** 9.1.12.A.1 Apply critical thinking and problem-solving strategies during structured learning experiences.
Gathering and evaluating knowledge and information from a variety of sources, including global perspectives, fosters creativity and innovative thinking.	**(STRAND B CREATIVITY AND INNOVATION)** 9.1.12.B.1 Present resources and data in a format that effectively communicates the meaning of the data and its implications for solving problems, using multiple perspectives. 9.1.12.B.2 Create and respond to a feedback loop when problem solving.
Leadership abilities develop over time through participation in groups and/or teams that are engaged in challenging or competitive activities.	**(STRAND C COLLABORATION, TEAMWORK, AND LEADERSHIP)** 9.1.12.C.5 Assume a leadership position by guiding the thinking of peers in a direction that leads to successful completion of a challenging task or project.

21st Century Themes

X	Global Awareness	X	Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy

21st Century Skills

X	Creativity and Innovation	X	Critical Thinking and Problem Solving	X	Communication and Collaboration	X	Information Literacy

	Media Literacy	X	ICT Literacy	X	Life and Career Skills

Pine Hill Public Schools Curriculum		
Unit Title: How spreadsheets are useful and important tools		**Unit #: Two**
Course or Grade Level: Technology in Action:Excel	**Length of Time: 8 Weeks**	
Pacing	Weeks 9-16	
Essential Questions	- How can the use of formulas increase productivity? - What functions are commonly used in Excel? - How do you determine what type of chart to use for various types of information? - How can charts and graphs be used to efficiently display data for school or business?	
Content	- Formulas - Functions - Charts	
Skills	- Creating formulas in a spreadsheet - Creating functions in a spreadsheet - Create pie, column, and bar charts - Create and enhance charts using various elements such as chart type and style, design, layout, labels, formats	
Assessments	- Benchmark Assessment - Quizzes - Tests - Student and teacher created rubrics - Student Portfolio of Products - Alternative assessments (i.e. performance based, inquiry project)	
Interventions / differentiated instruction	- Extended time for completion of assignments or tests - Grouping - Shortened assignments - Assignment notebooks - Supplemental aids (vocabulary, summary cards, modern translation of original work, etc.) - Visual demonstrations - Presentation of material in small steps - Visual or multisensory materials - Functional level materials - Mnemonic aids/devices - Credit for class participation, effort and attendance - Modified tests - Tutoring assistance (peer, pal, teacher, etc.) - Emphasis on successes - Graphic Organizers - CITW strategies - Peer editing, think/pair/share, small group - Include strategies aimed at assisting English Language Learners	

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