

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Spreadsheet Applications

Course Code: 034352 CIP Code: 11.0103

### COURSE INTRODUCTION:

**Course Rationale:** This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.

**Course Description:** This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

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<b>UNIT DESCRIPTION:</b>  Students will use spreadsheet application software to create professional quality business documents.		<b>SUGGESTED UNIT TIMELINE:</b> Quarter (43 days)  <b>CLASS PERIOD (min.):</b> 50min class periods						
<b>ESSENTIAL QUESTIONS:</b>  1. What is a spreadsheet? 2. What are the fundamentals of creating an equation? 3. What process would you use to create charts and graphs using spreadsheet application software?								
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>		<b>CCSS LEARNING GOALS (Anchor Standards/Clusters)</b>		<b>CROSSWALK TO STANDARDS</b>				
				<b>GLEs/CLEs</b>	<b>PS</b>	<b>CCSS</b>	<b>NBEA</b>	<b>DOK</b>
1. Demonstrate correct use of spreadsheet terminology						RI.11-12.4	COMM.I.B.1.4	1
2. Create, design, and edit spreadsheets							COMP.I.1.2	4
3. Create basic formulas with addition, subtraction, multiplication, and division							COMP.I.1.5	3, 4
4. Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal)							COMM.IV.3.8 IT.V.3.5	2
5. Format columns and rows							COMM.IV.3.8	4
6. Use basic functions/formulas (e.g., auto sum, average, IF)							COMP.III.1.2 IT.V.1.2	2
7. Create, format, and edit charts and graphs						F-IF.7	IT.V.3.5	4
8. Interpret and organize spreadsheet data (e.g., sort and filter)							COMP.I.1.6 COMP.I.1.8	4

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9. Integrate spreadsheets in other applications					IT.V.3.5	<b>4</b>
10. Link spreadsheet data					IT.V.3.5	<b>4</b>
11. Use advanced functions/formulas (e.g., payment, future value, statistical)				F-IF.1	IT.V.3.5	<b>4</b>
12. Use lookup tables					IT.V.3.5	<b>3</b>
13. Demonstrate protecting and freezing features					IT.V.3.5	<b>2</b>
14. Use relative and absolute cell references					IT.V.3.5	<b>3</b>
15. Create and use named ranges in formulas					IT.V.3.5	<b>4</b>
16. Analyze spreadsheet data using "what if" scenarios				F-IF.6	IT.V.3.5	<b>4</b>
17. Manipulate multiple worksheets in a workbook					IT.V.3.5	<b>3</b>
<b>ASSESSMENT DESCRIPTIONS*:</b> (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )  <b>Formative:</b> Chapter Textbook Exercises, Excel Battleship, M&Ms Formulas Activity  <b>Summative:</b> Christmas Travel Spreadsheet (Budgeting)  <b>*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above ( i.e., Grade Level/Course Title/Course Code, Unit #.)</b>						
<b>Obj. #</b>	<b>INSTRUCTIONAL STRATEGIES (research-based):</b> (Teacher Methods)					
1-17	1. Guided Practice Baseball Stats Gradebook					
3, 4	2. Guided practice activities					
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES:</b> (What Students Do)					

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1-17	1. Textbook Chapter Exercises
3, 4	2. M&M Formulas & Excel Battleship Activities
<b>UNIT RESOURCES: (include internet addresses for linking)</b>  <a href="http://lessonplans.btskinner.com/computer.html">http://lessonplans.btskinner.com/computer.html</a> - Tonya Skinner's Computer Applications Resources  <b>Resources@MCCE - BE 11.0101 A24, 61 Cooperative Learning Activities For Computer Classrooms:</b> Rachel Anderson, ME, J. WESTON WALCH PUBLISHER, 1996. Activities to teach computer technology, word processing, database management, spreadsheet usage.	