

DESE Model Curriculum: Computer Applications (CIP Code: 11.0103)
 GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Spreadsheet Applications

COURSE INTRODUCTION		
<p>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.</p> <p>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.</p>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Students will use spreadsheet application software to create professional quality business documents.	Quarter (43 days)	
	CLASS PERIOD (min.)	
	50 min class periods	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 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? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Demonstrate correct use of spreadsheet terminology	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	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
9. Integrate spreadsheets in other applications	IT.V.3.5	4
10. Link spreadsheet data	IT.V.3.5	4
11. Use advanced functions/formulas (e.g., payment, future value, statistical)	IT.V.3.5	4
12. Use lookup tables	IT.V.3.5	3
13. Demonstrate protecting and freezing features	IT.V.3.5	2

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14.	Use relative and absolute cell references	IT.V.3.5	3
15.	Create and use named ranges in formulas	IT.V.3.5	4
16.	Analyze spreadsheet data using "what if" scenarios	IT.V.3.5	4
17.	Manipulate multiple worksheets in a workbook	IT.V.3.5	3
OBJ. #	INSTRUCTIONAL STRATEGIES		
1-17	1. Guided practice: Baseball Stats, Gradebook		
3, 4	2. Guided practice activities		
OBJ. #	INSTRUCTIONAL ACTIVITIES		
1-17	1. Textbook Chapter Exercises		
3, 4	2. M&M Formulas & Excel Battleship Activities		