

Jay Curriculum: Unit Cover Page

Unit title: Spreadsheets

Grade Level: 10-12

Content Area(s): Technology

Date Created:

Designed By: Business/Computer Dept.

**Year 1
Map & Template Development**

- Map/Matrix Completed
- Material & Resources Listed
- Draft Design Template Completed
- Initial Draft Template Document

**Year 2
Piloting**

- Develop:
- Performance Tasks
- Other Assessments
- Scoring Rubrics
- Piloted

**Year 3
Review & Complete Assessment**

- Performance Tasks Development
- Other Assessments Completed
- Scoring Rubrics Completed
- Reviewed/Revised Templates

Year 4

- Full Implementation
- Benchmarks Established

Standard(s)/Performance Indicators:

- Math
- C2 Predict and draw conclusions from charts, tables, and graphs that summarize data for practical solutions
- G1 Create a graph to represent a real-life situation and draw inferences from it.
- H1 Use tables, graphs, and spreadsheets to interpret expressions, equations, and inequalities
- H3 Formulate and solve equations and inequalities.

Unit: Spreadsheets

Brief Summary of Unit/Topic

Summary:

In this unit students will explore the basic functions of spreadsheet and their uses.

Stage #1: Identify Desired Results

Essential Question/s:

General understanding/s (What is worth being familiar with?)

Students will know:

Students will be able to:

Define the terms of spreadsheet and worksheet.

Identify the parts of the worksheet.

Move the highlight in the worksheet.

Select cells and enter data in the worksheet.

Save a worksheet.

Change a column width and edit cells.

Change the appearance of cells.

Print and close a worksheet.

Enduring Understanding/s:

Stage #2: Evidence

What evidence will students have to provide in order to demonstrate that they have developed the skills, knowledge and understanding to successfully complete this unit?

Performance Tasks/Products/other assessments Performance tasks should have a <u>scoring guide</u> .	<i>Performance Indicators</i> for this task.* Example: ELA: C- 1,2,3 Science: B- 3,5,7 SS His: H- 2	<u>Modalities</u> K =Kinesthetic O =oral V =visual W =written	Are <u>examples</u> available to students? ? Y, N, or N/A	Component of Local Assessment System? Y or N (See <u>aligned scoring guide</u> .)
OTHER				
Create a spreadsheet with formulas and charts				

*Abbreviate: English Language Arts= ELA, Career Preparation=CP, Modern and Classical Languages=MCL, Social Studies=SS, Visual and Performing Arts=VPA

Stage #3: Plan learning experiences & instruction

What teaching & learning experiences may equip students to develop & demonstrate the targeted understanding(s)? (activities/plans):

See page 182 of Computer Apps. Book

REFERENCES: