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| SUBJECT: Microsoft Excel | GRADES: 9-12 |
| Unit 1 Title: Microsoft Excel Review (Modules 1-3) | Timeframe: 10 days |
| UNIT OVERVIEW | |
| Students will review formulas, functions, formatting, working with large worksheets, charting, and What-If analysis. | |
| LRG SKILLS AND DISPOSITIONS | PA STANDARDS |
| <p>Critical Thinking and Problem Solving: Capstone Project – Microsoft Excel Modules 1-3 (S4C)</p> <p>Continual Learning and Growth Mindset: Capstone Project – Microsoft Excel Modules 1-3 (D2C)</p> | <p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p> |
| COMPETENCIES | LEARNING TARGETS |
| Technology Application | <ul style="list-style-type: none"> I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3B1) |
| Input Technologies | <ul style="list-style-type: none"> I can evaluate emerging input technologies. (K1BEA3B2) |
| Emerging Technology and Careers | <ul style="list-style-type: none"> I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3B3) |
| File Management | <ul style="list-style-type: none"> I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3B4) |
| Text Elements | <ul style="list-style-type: none"> I can insert, format, and configure text elements. (K1BEA3B5) |
| Graphic Elements | <ul style="list-style-type: none"> I can insert, format, and modify graphic elements. (K1BEA3B6) |
| Chart Elements | <ul style="list-style-type: none"> I can create, modify, and format chart elements. (K1BEA3B7) |
| Formulas and Functions | <ul style="list-style-type: none"> I can perform operations by using formulas and functions. (K1BEA3B8) |
| Data Cells and Ranges | <ul style="list-style-type: none"> I can manage data cells and ranges. (K1BEA3B9) |
| Worksheets and Workbooks | <ul style="list-style-type: none"> I can manage worksheets and workbooks. (K1BEA3B10) |

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| SUBJECT: Microsoft Excel | GRADES: 9-12 |
| Unit 2 Title: Microsoft Excel Intermediate (Modules 4-7) | Timeframe: 44 days |
| UNIT OVERVIEW | |
| Students will learn how to create and use financial functions, data tables, and amortization schedules, work with multiple worksheets and workbooks, create, sort, and query a table, create templates, import data, and work with SmartArt, images, and screenshots. | |
| LRG SKILLS AND DISPOSITIONS | PA STANDARDS |
| <p>Critical Thinking and Problem Solving: Capstone Project – Microsoft Excel Modules 4-7 (S4C)</p> <p>Continual Learning and Growth Mindset: Capstone Project – Microsoft Excel Modules 4-7 (D2C)</p> | <p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.G -- Create an advanced digital project using sophisticated design and appropriate software/applications.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p> |
| COMPETENCIES | LEARNING TARGETS |
| Technology Application | <ul style="list-style-type: none"> I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3B1) |
| Input Technologies | <ul style="list-style-type: none"> I can evaluate emerging input technologies. (K1BEA3B2) |
| Emerging Technology and Careers | <ul style="list-style-type: none"> I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3B3) |
| File Management | <ul style="list-style-type: none"> I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3B4) |
| Text Elements | <ul style="list-style-type: none"> I can insert, format, and configure text elements. (K1BEA3B5) |
| Graphic Elements | <ul style="list-style-type: none"> I can insert, format, and modify graphic elements. (K1BEA3B6) |
| Chart Elements | <ul style="list-style-type: none"> I can create, modify, and format chart elements. (K1BEA3B7) |

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| Formulas and Functions | <ul style="list-style-type: none"> • I can perform operations by using formulas and functions. (K1BEA3B8) |
| Data Cells and Ranges | <ul style="list-style-type: none"> • I can manage data cells and ranges. (K1BEA3B9) |
| Worksheets and Workbooks | <ul style="list-style-type: none"> • I can manage worksheets and workbooks. (K1BEA3B10) |
| Tables and Data | <ul style="list-style-type: none"> • I can manage tables and table data. (K1BEA3B11) |
| Advanced Digital Project | <ul style="list-style-type: none"> • I can create an advanced digital project using sophisticated design and appropriate software/applications. (K1BEA3B12) |

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| SUBJECT: Microsoft Excel | GRADES: 9-12 |
| Unit 3 Title: GMetrix Software Training and MOS Certification Exam | Timeframe: 25 days |
| UNIT OVERVIEW | |
| Students will review for and take the Microsoft Office Specialist Exam for Excel. | |
| LRG SKILLS AND DISPOSITIONS | PA STANDARDS |
| <p>Critical Thinking and Problem Solving – MOS Exam – Excel Associate (S4C)</p> <p>Continual Learning and Growth Mindset – MOS Exam – Excel Associate (D2C)</p> | <p>BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>BCIT – 15.4.12.D – Evaluate emerging input technologies.</p> <p>BCIT – 15.4.12.G -- Create an advanced digital project using sophisticated design and appropriate software/applications.</p> <p>BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p> |
| COMPETENCIES | LEARNING TARGETS |
| GMetrix training and testing software | <ul style="list-style-type: none"> • I can manage worksheets and workbooks (K1BEA3B10) • I can manage data cells and ranges (K1BEA3B9) • I can manage tables and table data (K1BEA3B11) • I can perform operations by using formulas and functions (K1BEA3B8) • I can manage charts (K1BEA3B7) |
| MOS Certification Exam – Microsoft Excel Specialist -- Associate | |