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**
Critical Thinking and Problem Solving: Capstone Project – Microsoft Excel Modules 1-3 (S4C) Continual Learning and Growth Mindset: Capstone Project – Microsoft Excel Modules 1-3 (D2C)	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.
COMPETENCIES	**LEARNING TARGETS**
Technology Application	● I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3B1)
Input Technologies	● I can evaluate emerging input technologies. (K1BEA3B2)
Emerging Technology and Careers	● I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3B3)
File Management	● I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3B4)
Text Elements	● I can insert, format, and configure text elements. (K1BEA3B5)
Graphic Elements	● I can insert, format, and modify graphic elements. (K1BEA3B6)
Chart Elements	● I can create, modify, and format chart elements. (K1BEA3B7)
Formulas and Functions	● I can perform operations by using formulas and functions. (K1BEA3B8)

Data Cells and Ranges	● I can manage data cells and ranges. (K1BEA3B9)
Worksheets and Workbooks	● I can manage worksheets and workbooks. (K1BEA3B10)

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**
Critical Thinking and Problem Solving: Capstone Project – Microsoft Excel Modules 4-7 (S4C) Continual Learning and Growth Mindset: Capstone Project – Microsoft Excel Modules 4-7 (D2C)	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.G -- Create an advanced digital project using sophisticated design and appropriate software/applications. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.
COMPETENCIES	**LEARNING TARGETS**
Technology Application	● I can apply the creative and productive use of emerging technologies for educational and personal success. (K1BEA3B1)
Input Technologies	● I can evaluate emerging input technologies. (K1BEA3B2)
Emerging Technology and Careers	● I can evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field. (K1BEA3B3)

File Management	• I can create, name, save, share, inspect, protect, and navigate files. (K1BEA3B4)
Text Elements	• I can insert, format, and configure text elements. (K1BEA3B5)
Graphic Elements	• I can insert, format, and modify graphic elements. (K1BEA3B6)
Chart Elements	• I can create, modify, and format chart elements. (K1BEA3B7)
Formulas and Functions	• I can perform operations by using formulas and functions. (K1BEA3B8)
Data Cells and Ranges	• I can manage data cells and ranges. (K1BEA3B9)
Worksheets and Workbooks	• I can manage worksheets and workbooks. (K1BEA3B10)
Tables and Data	• I can manage tables and table data. (K1BEA3B11)
Advanced Digital Project	• I can create an advanced digital project using sophisticated design and appropriate software/applications. (K1BEA3B12)

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**
Critical Thinking and Problem Solving – MOS Exam – Excel Associate (S4C) Continual Learning and Growth Mindset – MOS Exam – Excel Associate (D2C)	BCIT – 15.4.12.A -- Apply the creative and productive use of emerging technologies for educational and personal success. BCIT – 15.4.12.D – Evaluate emerging input technologies. BCIT – 15.4.12.G -- Create an advanced digital project using sophisticated design and appropriate software/applications. BCIT – 15.4.12.M – Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.
COMPETENCIES	**LEARNING TARGETS**
GMetrix training and testing software MOS Certification Exam – Microsoft Excel Specialist -- Associate	● 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)