

Month	Essential Question	Content (Chapter/Unit Description Activities)	Skills (Standards/Learning Outcomes)	Materials/Resources	Assessment (Objective/Subjective)
September October	<i>How can students utilize the best technology tool for specific activities?</i>	Format Word Processing File Management. Margins, spacing, font, color, borders and shading. Page and Section Breaks Evaluating Resources Works Cited format for research Tables	<i>S1 Productivity Tools Word Processing</i> Students will: Manage Individual Folders Retrieve Information from Student Network Edit individual documents <i>S3 Apply a range of technology to their learning curriculum</i> Evaluate Websites based on certain criteria Create and format Works Cited page <i>S2 Responsible use of Technology</i> Learn to use the Internet as a Safe and Valuable Tool	Students will be given multiple assignments in the form of handouts and text exercises to practice editing, and formatting documents. <i>Quiz 1 Formatting Word</i> Students will be given Handouts to evaluate Websites and create a Works Cited Page. <i>Quiz 2 Evaluating Resources.</i> <i>Project: Word Formatting</i>	<i>Assessment Teacher</i> Accuracy in performing particular tasks. <i>Projects</i> <ul style="list-style-type: none"> ■ Setting up properly formatted paper including page numbers headers and footers, and properly spaced. ■ Students will also demonstrate their ability to properly format a Works Cited page. ■ Hanging indent ■ Alphabetize <i>Student Assessment</i> Understand formatting for a research paper. Ability to evaluate Websites

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November/ December	How can I use an Excel Spreadsheet to make equations easier by using functions that will enhance my school and everyday work?	<p>Elements to create an <i>effective worksheet</i>. Understand values and labels Understand cell address Create formulas for simple equations</p>	<p><i>S1 includes proficiency in basic productivity tools such as work processing, spreadsheet, database, and electronic research</i> Basic Excel Skills and Terminology Cell Address Value vs. Label Simple formulas Formatting and selecting a range Edit formula tool bar Paste function keys Create Charts/Graphs Correct formulas to maximize time and efficiency. Determining charts/graphs that would best display information <i>S3 students will learn to apply a wide range of technology tools to their learning of curriculum concepts.</i></p> <ul style="list-style-type: none"> ■ Create Employee Payroll ■ Students will calculate taxes and withholdings, Including SS, Medicare, and Federal Withholdings ■ Students will enter a formula to calculate New Pay 	<p>The use of Excel can expedite results and can be used repeatedly by changing values</p> <p>Students will be given multiple handouts to practice skills. Students will use text to simulate problem solving.</p>	<p>Students show their creativity by making a bar or column chart displaying information used in the Payroll Worksheet. They will select information relevant to their worksheet and show changes to Font, Pattern, Color, Label and X and Y Axis, Change Data Labels to reflect and compare Net Pay from one Payroll Week to another.</p> <p>Quizzes and Projects Assessment by Teacher</p> <ul style="list-style-type: none"> ● Did students select correct info ● Was the Chart easy to Understand? <p>Student Evaluation</p> <ul style="list-style-type: none"> ● What was easy to understand? ● Could students read other student's charts? ● What was difficult for them to understand?

CURRICULUM MAP Donna Marinelli

SUBJECT Computer Science 9 Excel
Microsoft Excel

GRADE 9

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January	How can students utilize research skills and presentation skills through Data Base and PowerPoint tools?	Use Internet based Data files to narrow searches for information. Enhance presentation of information through PowerPoint tools and images.	<p><i>S1 proficiency in basic productivity tools</i> identify career options in web design, development and management.</p> <p><i>S2 Ethics and Safety</i> Evaluate the authenticity, accuracy, appropriateness, and bias of electronic resources, including Websites</p> <p><i>S3 Research, Problem Solving, and Communications</i> Demonstrate the ability to use technology for research, critical thinking, problem solving, decision-making, communication, collaboration, creativity and innovation</p>	<p>Students will be given multiple handouts to practice Website evaluation. Students will rate Websites on a 1-5 basis on</p> <ul style="list-style-type: none"> ■ Authority ■ Authenticity ■ Objectivity ■ Reliability ■ Efficiency ■ Currency ■ Relevance <p>Students will use an Internet Data Base to create a PowerPoint Presentation for college expectations and career opportunities</p>	<p><i>Project</i> Students show their skills by creating a factual based PowerPoint Presentation using graphics, images, layout design, and transition. Students will present an informative presentation based on information extracted from a Data Base Websites, and a Works Cited Slide..</p> <p><i>Teacher Assessment</i></p> <ul style="list-style-type: none"> ■ Creativity ■ Design ■ Correct Info ■ Works Cited ■ Oral Presentation <p><i>Student Assessment</i></p> <ul style="list-style-type: none"> ■ Was the info accurate ■ Interesting ■ Quality of Presentation

