## BERTHA-HEWITT HIGH SCHOOL Fall Quarter Curriculum Map – 2014-2015 Mike Bauck -- Instructor

Academic Standard Area: Technology Course Title/Strand: Computer Tech Grade Level: 8

Textbook & Copyright date:

WEEK#	TIMELINE	CONTENT/UNIT/SUB-STRAND	PROCESS/ACTIVITY/STANDARD	GOALS/BENCHMARK	ASSESSMENT	RESOURCES
1	3 days	Word Processing	Create a business letterhead	<ul> <li>Use clipart</li> <li>Use word Art</li> <li>Use a textbox</li> <li>Write a block style letter</li> <li>Use drawing objects</li> </ul>	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
1	2 - days	Word Processing	Create a Birthday Card	<ul> <li>Use clipart</li> <li>Use word Art</li> <li>Use a textbox</li> <li>Write a block style letter</li> <li>Use drawing objects</li> </ul>	Production Finished Product	Computer, office book, projector Data Files
2-4	12 days	Spreadsheets	Quick Start for Excel	<ul> <li>Explore Excel components</li> <li>Navigation techniques</li> <li>Editing cell content</li> <li>Entering Formulas</li> <li>Entering Functions</li> <li>Formatting Worksheets</li> <li>Organizing Worksheets</li> <li>Creating Charts</li> </ul>	Production Finished Product Test	Computer, office book, projector Data Files
5	5 days	Spreadsheets	Use previously learned knowledge to complete Life Saver Project	<ul> <li>Editing cell content</li> <li>Entering Formulas</li> <li>Entering Functions</li> <li>Formatting         Worksheets     </li> <li>Organizing         Worksheets     </li> <li>Creating Charts</li> </ul>	Finished Project	
6	5 days	Access Database	Create a database using design and datasheet views	Describe databases and database management	Completed database	Computer, office book, projector Data Files

5 days	Access Database	Query a database	<ul> <li>Crate a table</li> <li>Difine the fields in a table</li> <li>Add records</li> <li>Use a form to view data</li> <li>In a query</li> <li>Save a query</li> </ul>	Printed query in report form	Computer, office book, projector Data Files
5 days	Type to Learn and Web search	Reinforce keyboarding skills Learn internet search skills	Boolean search Increase speed and accuracy	Finished lessons Speed and Accuracy charts	Computer with access to the internet Type to Learn Software
	Access Project	Create a database containing 7 <sup>th</sup> grade student information	<ul> <li>Difine the fields in a table</li> <li>Add records</li> <li>Create a query</li> <li>Enter criteria</li> <li>Use compound criteria</li> <li>Sort data</li> <li>Use a form to view data</li> </ul>	Printed query in report form	Computer, office book, projector Data Files
		5 days Type to Learn and Web search	5 days  Type to Learn and Web search  Reinforce keyboarding skills  Learn internet search skills  Access Project  Create a database containing 7 <sup>th</sup>	Diffine the fields in a table     Add records     Use a form to view data      S days  Access Database  Query a database  In a query Save a query  Save a query  Access Project  Create a database containing 7th grade student information  Add records  Create a database containing 7th atable Add records Create a query Enter criteria Use compound criteria Sort data Use a form to view	Difine the fields in a table     Add records     Use a form to view data      S days     Access Database     Query a database     In a query     Save a query     Printed query in report form      Reinforce keyboarding skills     Learn internet search skills     Access Project     Create a database containing 7th     grade student information  Access Project     Create a database containing 7th     grade student information  Difine the fields in a table     Add records     Create a query     Enter criteria     Use compound criteria     Sort data     Use a form to view  Use a form to view