

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 style="list-style-type: none"> • Use clipart • Use word Art • Use a textbox • Write a block style letter • Use drawing objects 	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
1	2 - days	Word Processing	Create a Birthday Card	<ul style="list-style-type: none"> • Use clipart • Use word Art • Use a textbox • Write a block style letter • Use drawing objects 	Production Finished Product	Computer, office book, projector Data Files
2-4	12 days	Spreadsheets	Quick Start for Excel	<ul style="list-style-type: none"> • Explore Excel components • Navigation techniques • Editing cell content • Entering Formulas • Entering Functions • Formatting Worksheets • Organizing Worksheets • Creating Charts 	Production Finished Product Test	Computer, office book, projector Data Files
5	5 days	Spreadsheets	Use previously learned knowledge to complete Life Saver Project	<ul style="list-style-type: none"> • Editing cell content • Entering Formulas • Entering Functions • Formatting Worksheets • Organizing Worksheets • Creating Charts 	Finished Project	
6	5 days	Access Database	Create a database using design and datasheet views	<ul style="list-style-type: none"> • Describe databases and database management 	Completed database	Computer, office book, projector Data Files

