Lake Hamilton Junior High
Quarterly Pacing Guide

Course: Computer Business Applications   **Quarter:** Third_____

Teachers:_____Diane Welch_____

Week	Content, Topic, Unit, Instructional Materials	Framework Numbers	Assessments, Projects, Etc.
1/3	Continue Excel Project 2-Hand out Worksheets -Formulas, Functions, Formatting and Web Queries • Apply Excel formulas, smart tags, buttons, functions and commands to solve mathematical questions in the workbook • Use Web query to get real-time data from Web site and e-mail the active workbook within Excel • Excel Project Application; EXAYK 2-1 Profit Analysis WS; EXITL2-1 Weekly Payroll; EXITL2-2-Parts 1, 2.3; EXITL 2-3 Parts 1, 2, 3	4.2, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 1.1.14, 1.1.19, 1.1.30, 1.1.18, 1.1.38, 1.2.6, 3.4.2, 4.25. 1.1.14, 4.4.3, 4.6.1 Unit 4 Glossary Math Skills Technical Reading Skills	Jan. 2-Staff Development No Students • Worksheets • Observation • Demonstration • Projects & Rubrics • Tests
1/9	Continue Excel Project 2 Projects • Continue Application Projects • Grade Worksheets • Hand in Excel 2 Projects • Test Thursday	4.2, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 1.1.14, 1.1.19, 1.1.30, 1.1.18, 1.1.38, 1.2.6, 3.4.2, 4.25. 1.1.14, 4.4.3, 4.6.1 Unit 4 Glossary Math Skills Technical Reading Skills	• Worksheets • Observation • Projects & Rubrics • Tests
1/16	Begin Excel Project 3 • Hand out Excel Project 3 Worksheets • Introduce Excel Project 3 • Work through Excel Project 3 Introduction Exercises	4.1.1, 4.1.2, 1.2.1, 1.3.8, 4.2, 4.2.1 Unit 4 Glossary Cont. Math Skills Technical Reading Skills	Jan. 16-Martin Luther King Holiday (No Students) • Worksheets • Observation • Demonstration • Projects & Rubrics • Tests