



Lesson Plan
Supports the MOS Core Certification for Excel and Key Applications for IC³ Certification Sequence 2 of 2

Course: Office Occupations CC/CCTE
 Unit: Microsoft Office Specialist (MOS) Core Certification for EXCEL 2002 AND/OR IC³ Certifications: Key Applications
 Topic: Using Excel to Identify Running of Macros
 Timeframe: 3.0 hours

ESLR	<p>X #1 Communicating Effectively X #2 Accessing and Managing Job Related Resources #3 Setting Career and Life Goals #4 Accepting Personal Responsibility</p>	<p>California Career Technical Education Model Curriculum Standards: Information Support and Services Pathway A7.1 Know common industry-standard software and its applications.</p> <p>Academic Standards: Grades Eleven and Twelve-Reading Comprehension E1.2 Apply knowledge of Greek, Latin, and Anglo-Saxon roots and affixes to draw inferences concerning the meaning of scientific and mathematical terminology.</p> <p>MOS Certification Standard: Core Specialist - Excel</p> <p>IC³ Certification Standard: Module 2 Key Applications-Spreadsheet ■Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet</p> <p>All Aspects of the Industry: Technical and Principles of Technology Technological systems being used in the workplace and their contributions to the product or service of the organization.</p>
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Closure	30 mins	Students will write in their daily journal their learning experience of the day. Students will submit daily journal to instructor.	
Assessment/ Evaluation	30 mins 30 mins	<p><i>INSTRUCTOR/STUDENTS</i> Review the recent Run Macro process, discuss the information and talk about the principle of running a saved macro. Discuss that this information can very easily be applied to any business industry assignment.</p> <p>Review overall presentation and Saved Macro usage. Request students to work in groups, have each group individually present their findings regarding their own experience in running a macro.</p> <p><i>INSTRUCTOR</i> To walk around the classroom to make sure all students mastered the macro recording exercise. Assessment will be established by the ability of editing a document and adding other Excel features. This project will be evaluated by using the attached rubric.</p>	
Homework		<p><i>STUDENTS</i> Students to run 5 saved macros and memorize the series of shortcuts. Students to bring in ideas to study group and present new saved macros to the next day.</p>	Note paper Pen

Lesson Rubric – Identify Running of Macros

Introductory	Developing	Proficient	Exceptional
Able to utilize computer equipment with supervision. Uses a computer to run a few specific, pre-loaded programs. Acquainted with basic spreadsheet functions.	Identifies some equipment and/or tools to complete a specific task. Unable to decipher the Macro process. Can open, create, simple worksheets. Recognizes Excel as a spreadsheet application. Needs assistance in the development process.	Understands the Excel spreadsheet function. Can use Excel to process written professional work: Able to run macros and integrates features to daily assignments. Works independently without supervision. Meets Business Industry Standards.	Able to use Excel at an expert level. Incorporates expert functions in daily assignments. Able to recognize and run macros without any difficulty. Applies Macros and integrates its function to other computer applications. Works without supervision. Able to teach others advanced operations.

*adequate = satisfies requirements

Based on your examination of the portfolio entries and the dimensional scores, please review the overall (holistic) score levels described above, and give the portfolio a final, overall score. Please provide a justification for the overall score.

Overall Score: _____

Justification: _____

Student Name and/or ID Number: _____

School: _____ Evaluator: _____