

SPREADSHEETS LESSON PLAN



WEEK 11 - DAY 51 & 52

Lesson Objectives:

- Decide which programs to include in an hour of radio airtime
- Create a table that represents the radio program times in an hour of programming
- Convert the times of radio programs into percentages of an hour
- Display percentages in a pie chart

Materials:

- Scope and Sequence - How to Teach Key Questions
- Resource 1.4 Big 6 Organizer or Resource 4.4 Cornell Notes
- TechConnect Glencoe Activity 117 (AC117) Scheduling Radio Programs
- MS Excel

Instructional Strategies:

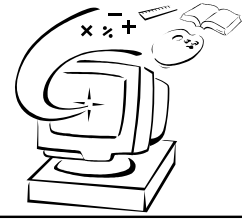
- Practical Application
- Independent Practice
- Group Collaboration
- Brainstorming
- Class Discussion

Instructional Flow:

In this activity, students use a spreadsheet application to create a radio schedule in a table that represents an hour of programming. The students use the SUM function and check that program times add up to one hour. Then they convert the program times into percentages of an hour. Students create pie charts containing the percentages and insert the charts into their spreadsheets.

- 1) Provide students with an overview of the project as indicated in the AC117 online materials.
- 2) Direct students to the online TechConnect Glencoe Activity 117 (AC117) Scheduling Radio Programs.
- 3) Provide students with the Big 6 Organizer or the Cornell Notes to organize their project.
- 4) Allow students to complete the project individually or in groups.

DATABASES LESSON PLAN



WEEK 11 - DAY 53

Lesson Objectives:

- Demonstrate the uses of databases
- Understand how to create a database
- Demonstrate the ability to enter information into a database
- Demonstrate how to perform a search using a database

Materials:

- Scope and Sequence - How to Teach Key Questions
- Resource 11.1 - Access Tutorial
- Resource 11.2 - Data sheet to enter into Database
- MS Access

Instructional Strategies:

- Practical Application
- Independent Practice
- Group Collaboration
- Brainstorming
- Class Discussion

Instructional Flow:

- 1) Introduce students to the idea of databases. Provide students with some background knowledge on the purposes and uses of databases. You may want to have the students perform a simple internet search to investigate databases.
- 2) Provide students with the Access Tutorial.
- 3) Allow students to complete the tutorial.

DATABASES LESSON PLAN



WEEK 11 - DAY 54 & 55

Lesson Objectives:

- Conduct research about an issue of concern in the local community
- Create a database containing the names and addresses of newspapers and their editors
- Write a letter to the editor proposing a solution to the issue
- Use a word processing application's mail merge function to address a letter to the editors of several newspapers

Materials:

- Scope and Sequence - How to Teach Key Questions
- Resource 1.4 Big 6 Organizer or Resource 4.4 Cornell Notes
- TechConnect Glencoe Activity 067 (AC067)
- MS Access

Instructional Strategies:

- Practical Application
- Independent Practice
- Group Collaboration
- Brainstorming
- Class Discussion

Instructional Flow:

In this activity, students use the Internet to research an issue in their community. They write a letter to the editor of a newspaper with their proposed solution. Then they find the names and addresses of local newspapers and their editors online and enter the information into a database. Finally, students use a word processing application's mail merge function to address a separate letter to each newspaper editor in the database.

- 1) Provide students with an overview of the project as indicated in the AC 067 online materials.
- 2) Direct students to the online TechConnect Glencoe Activity 067 (AC067).
- 3) Provide students with the Big 6 Organizer or the Cornell Notes to organize their project.
- 4) Allow students to complete the project individually or in groups.