



Blessed Sacrament Catholic School
S.Y. 2016 - 2017

BUDGET OF WORK IN Computer 8

QUARTER: First **UNIT TOPIC:** Chapters 1-4 Database Management using Excel 2007-2010
No. of days: 34 days
Reference/S: D whiz in Database Management

DIRECTION: To **student**, kindly indicate the level of your performance in **each** learning target by putting a () **check** in your choice.

TIME FRAME	LEARNING TARGETS	LEVEL OF PERFORMANCE				
		4	3	2	1	0
Day 1	- define database; - give examples of database and database management system; c. differentiate the two kinds of database management system;					
Day 2	describe the phases of database					
Day 3	- identify the strengths of Access and Excel in managing data; b. decide when to use Excel or Access in managing data;					
Day 4	become familiar with the Parts, Functions and uses of Microsoft Excel 2010 screen element;					
Day 5-6	create Flat-File Database					
Day 7	define what cell is and the data types you can use;					
Day 8-9	- Understand the types of data in Excel - enter and edit content; - create a Class Schedule worksheet;					
Day 10	validate data and cells;					
Day 11-12	- sort and filter data; - format text and cells; c. create a movie collector database					
Day 13	- enter and edit formulas; - use cell references and basic arithmetic operators in creating formulas; c. determine common errors in formulas					
Day 14-15	- entering formula; - create a Net Café Database;					
Day 16	Mastery test/Project Making					
Day 17	- insert pictures; - use themes to format worksheets; and - Save worksheet as a PDF file.					
Day 18	restrict data using the text length data validation					
Day 19	- convert text to columns; - set margins; - add and modify headers and footers; and - change page orientation					
Day 20	insert, modify, and remove hyperlinks					
Day 21-22	- create formulas that reference data from other worksheets or workbooks; - Using common functions in Excel - Changing worksheet view					

Day 23-24	Provide the required output; (Transfer Task)					
Day 25-26	Use the SUMPRODUCT and VLOOKUP functions; and Insert charts to analyze data					
Day 27	- Use charts to present data visually - Create a family grocery list					
Day 28-29	- Determine the six common financial functions; - Use financial functions to create a loan amortization schedule					
Day 30	- recognize the basic accounting concepts; - add a password to a worksheet and workbook; and unlock cells					
Day 31	Create their own monthly income and expense worksheet					
Day 32-34	Mastery test/Project Making					

LEGEND:
4 - I know (can do) it well enough to make connections that weren't taught.
3 - I know (can do) everything that was taught without making mistakes.
2- I know (can do) all the easy parts, but I don't know (can't do) the harder parts.
1- With help, I know (can do) some of what was taught.
0 - I don't know (can't do) any of it.

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