Assigned Number

2011 -2012 MEGA Grant Request Form

Please fill out with as much information as possible. Remember that non-teachers are trying to evaluate this request. If you need a separate sheet, that is okay.

Record your grant request on the itemized sheet given to your principal. Then number the original and 5copies with the assigned number and return the 6 sets to your principal by the deadline established by him or her.

School: Milan High School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_9-12\_\_\_\_\_\_\_

Teacher’s first and last name: \_Rebecca Kirby\_& Kim Riggs\_Home phone : 686-9611

Grant project name: \_\_\_Excel It Activities Workbook\_\_\_\_\_\_Amount requested:\_\_$1,816.95\_

1. **Describe the project**:

Excel It is a workbook that can be used in two computer courses, Computer Application with Standards 6.0-6.5, and with Integrated Input Technologies with Standards 5.0-5.4. This resource activity book is designed to use with Microsoft Excel 2003, 2007 and 2010. These activities will have students fully engaged in learning spreadsheet skills. Each activity includes objectives, skills learned, activity overview, step-by step instructions, and visual data that can be input or formatted. The workbook is aligned with MS Office Excel Certification skills and the NBEA and ISTE Information Technology. After our students complete these workbooks, they will be able to take the Microsoft Office Excel Certification test. A major benefit of these books is that they are non-consumable, and we can use them year after year.

1. **How many students will be served**?

Computer Applications is a required course for all students at Milan High School. Integrated Input Technologies is a new elective that will provide advanced training in Microsoft Excel. Therefore, approximately 180 - 200 students will benefit from these workbooks each year in these two courses. Students can practice their computer skills and take the Microsoft Office User Specialist (MOUS) test for each of the different workbooks available for Microsoft Office and become a Microsoft Office Specialist. When they receive MOUS Certification they become more desirable as a potential employee in the real world of work.

3*.* **Cost estimated (please itemize**): 62 workbooks at $1,816.95

4. **Could your request possibly be beneficial to other teachers/staff in the school system? If so, please explain.**

 Both teachers can share the books for classes. They can also be used in Personal Finance and Accounting for creating budgets and income statement, as well as other lessons. Material in these workbooks can be used by English Language to help students create book reports and research papers.

Signed by principal or superintendent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_