# Unit 03: Spreadsheets

Content Area: **Business**
Course(s): **Generic Course**
Time Period: **Semester 1 & 2**
Length: **5 weeks**
Status: **Published**

## Standards

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|---|---|
| PFL.9.1.12.B | Money Management |
| CAEP.9.2.12.C | Career Preparation |
| TECH.8.1.12 | Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge. |
| TECH.8.1.12.B | Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology. |
| TECH.8.1.12.C | Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. |
| TECH.8.1.12.D | Digital Citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. |
| TECH.8.1.12.E | Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information. |
| TECH.8.2.12.A | The Nature of Technology: Creativity and Innovation: Technology systems impact every aspect of the world in which we live. |
| TECH.8.2.12.B | Technology and Society: Knowledge and understanding of human, cultural and society values are fundamental when designing technology systems and products in the global society. |
| TECH.8.2.12.C | Design: The design process is a systematic approach to solving problems. |
| TECH.8.2.12.D | Abilities for a Technological World: The designed world is the product of a design process that provides the means to convert resources into products and systems. |
| TECH.8.2.12.E | Computational Thinking: Programming: Computational thinking builds and enhances problem solving, allowing students to move beyond using knowledge to creating knowledge. |

## Enduring Understanding

1. Understand how Google sheets, is similar to, and different from, traditional computer-based office suites
2. Successfully edit an EXISTING Google Sheets, (one shared with you)
3. Successfully create an individual Google Sheets, and (and share it)
4. Successfully contribute to a group Google Sheets, (in real time)
5. Understand PERSONAL/PROFESSIONAL uses & applications for Google Sheets

## Essential Questions

How to create and be the most productive student/worker using Google Sheets?

What are the benefits of using Sheets over other spreadsheet programs?

## Knowledge and Skills

Creating a Spreadsheet

Using Spreadsheets to Calculate Data

Using Formulas

Working with Hyperlinks

Creating Charts

Collaborating with Sheets

## Transfer Goals

Students will be able to explain how technology (documents, spreadsheets, slideshows) works with business.

Students will also be completing business related tasks from simple to complex.

## Resources

Google Suite
Kahoot!
EdPuzzle
YouTube
Peardeck