

Office Essentials: Problem Solving Unit

Stage 1 Desired Results		
<p>ESTABLISHED GOALS:</p> <p><u>Competencies:</u></p> <ul style="list-style-type: none"> ● <i>Students will demonstrate the ability to use technology in order to create and publish real world products</i> ● <i>Students will demonstrate the ability to analyze data, manipulate workbooks, and create graphs in order to solve problems.</i> ● <i>Students will demonstrate the ability to analyze and summarize text and integrate knowledge to make meaning of discipline-specific materials.</i> ● <i>Students will demonstrate the ability to produce coherent and supported writing in order to communicate effectively for a range of discipline-specific tasks, purposes, and audiences.</i> ● <i>Students will demonstrate the ability to speak purposefully and effectively by strategically making decisions about content, language use, and discourse style.</i> <p><u>Content Standards:</u></p> <p>ISTE - International Society for Technology in Education</p> <ul style="list-style-type: none"> ● <u>ISTE Standard 3:</u> Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. ● <u>ISTE Standard 5:</u> Students develop and employ strategies for understanding and solving 	<i>Transfer</i>	
	<i>Students will be able to independently use their learning to solve problems and analyze data using technology.</i>	
	<i>Meaning</i>	
	<p>ENDURING UNDERSTANDINGS</p> <p><i>Students will understand that...</i></p> <ul style="list-style-type: none"> ● digital tools can assist in problem solving and analyzing data. ● that real world problems can be analyzed and solved using technology. 	<p>ESSENTIAL QUESTIONS</p> <ul style="list-style-type: none"> ● Should data analysis always be entrusted to technology? ● Can technology interpret data?
	<i>Acquisition</i>	
	<p><i>Students will know...</i></p> <ul style="list-style-type: none"> ● that data needs to be entered in a specific way in order to analyze the information properly ● that data is helpful with planning and managing activities to develop a solution or complete a project 	<p><i>Students will be skilled at...</i></p> <ul style="list-style-type: none"> ● evaluating the accuracy, perspective, credibility and relevance of information, media, data or other resources. ● breaking problems into component parts, extracting key information, and developing descriptive models to

<p>problems in ways that leverage the power of technological methods to develop and test solutions.</p>	<ul style="list-style-type: none"> ● that spreadsheets help to solve problems. <p><u>vocabulary:</u> spreadsheet, columns, rows, cells, sheet, formulas, functions, chart (column, bar, pie, pictograph), conditional formatting, absolute vs relative cell references, SUM, AVG, MIN, MAX.</p>	<p>understand complex systems or facilitate problem-solving.</p>
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Content Area Literacy Standards	21st Century Skills
<p>CCSS.ELA-LITERACY.RST.9-10.3 Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text.</p> <p>CCSS.ELA-LITERACY.RST.9-10.4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9-10 texts and topics.</p> <p>CCSS.ELA-LITERACY.RST.9-10.5 Analyze the structure of the relationships among concepts in a text, including relationships among key terms (e.g., force, friction, reaction force, energy).</p> <p>CCSS.ELA-LITERACY.RST.9-10.7 Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words.</p> <p>WHST.9-10.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.</p> <p>WHST.11-12.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.</p>	<ul style="list-style-type: none"> ● <i>Reason effectively</i> ● <i>Make judgements and decisions</i> ● <i>Solve problems</i> ● <i>Apply technology effectively</i>

Stage 2 - Evidence	
Evaluative Criteria	Assessment Evidence
	PERFORMANCE TASK(S):

	OTHER EVIDENCE:

Stage 3 – Learning Plan		
<i>Summary of Key Learning Events and Instruction</i>		
<i>Science Integration</i>	<i>College, Career, and Civic Life Integration</i>	<i>Technology Integration</i>
<i>District Materials</i>	<i>Distance Learning/Field Trips</i>	<i>Technology Resources</i>