

Pine Hill Public Schools Curriculum

Content Area:	Computers		
Course Title/ Grade Level:	Computers Grade 8		
Unit 1:	Database	Duration:	1-2 weeks
Unit 2:	Spreadsheet	Duration:	1-2 weeks
Unit 3:	Careers	Duration:	7 weeks
Date Created or Revised:	June 2012		
BOE Approval Date:	8/28/12		

**Pine Hill Public Schools
Computer Technology Curriculum**

Unit Title: Database		Unit #: 1	
Course or Grade Level: 8		Length of Time: 1 week	
Pacing	1 week		
Essential Questions	<ul style="list-style-type: none"> • How do we accumulate data and sort it into useable information? 		
Content	<ul style="list-style-type: none"> • Access a premade database. • Create a database. • Create fields and records. • Sort records. • Create forms. • Create reports. 		
Skills	<ul style="list-style-type: none"> • Explain the purpose of a database. • Create a database. • Enter data into a database. • Sort data in a database. • Access records in a database. • Query a database. • Print a report. • Identify file, record, field, data, and information. • Keyboarding. 		
Assessments	<ul style="list-style-type: none"> • Locate a specific record in a database. • Print a report • Keyboarding with 3% or less error rate and 98% or better accuracy.. 		
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Large print instructions and sample printouts. • smartboard 		
Inter-disciplinary Connections	<ul style="list-style-type: none"> • math 		
Lesson resources / Activities	<ul style="list-style-type: none"> • LCC Veterans Database • Various sample databases. 		

2009 NJCCCS

Standard: 8.1

Strand(s): A. Technology Operations and Concepts

Content Statement(s): The use of technology and digital tools requires knowledge and appropriate use of operations and related applications.

CPI # / CPI(s): Plan and create a simple database, define fields, input data,

21st Century Themes

	Global Awareness	x	Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools
Curriculum**

Unit Title: Spreadsheet		Unit #: 2
Course or Grade Level: 8		Length of Time: 1 week
Pacing	1 week	
Essential Questions	<ul style="list-style-type: none"> • How can we use a spreadsheet to keep track of expenses and project future income needs? 	
Content	<ul style="list-style-type: none"> • Students will create a budget spreadsheet to simulate expenses they may incur living by themselves in a one bedroom apartment. 	
Skills	<ul style="list-style-type: none"> • Create and edit a spreadsheet. • Perform simple calculations. • Move between cells. • Change size of rows and columns. • Insert rows and columns. • Change formatting of cells. • Know the difference between values and labels. • Know the difference between a function and a formula • Calculate sum • Choose the best chart [graph] for presenting data. • Create and customize a chart [graph]. • Create and edit a chart legend. • Customize chart colors. • Read and interpret charts. • Create a chart using excel and Internet chart website. • Keyboarding. 	
Math Skills/ Science Processes	<ul style="list-style-type: none"> • Formulas 	
Assessments	<ul style="list-style-type: none"> • View on screen. • Print on paper • Spreadsheets are neat and accurate. • Charts are neat and accurate. • Hand in through LanSchool • Keyboarding with 3% or less error rate and 98% or better accuracy. 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Large print instructions and sample printouts. • smartboard 	
Inter-disciplinary Connections	<ul style="list-style-type: none"> • math 	
Lesson resources / Activities	<ul style="list-style-type: none"> • apartment guides • estimated utility costs 	

2009 NJCCCS

Standard: 8.1

Strand(s): A. Technology Operations and Concepts

Content Statement(s): The use of technology and digital tools requires knowledge and appropriate use of operations and related applications.

CPI # / CPI(s): 8.1.8.A.1 Generate a spreadsheet to calculate, graph, and present information.

21st Century Themes

	Global Awareness	x	Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

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Unit Title: Careers		Unit #: 4
Course or Grade Level: 8		Length of Time: 7 weeks
Pacing	7 weeks	
Essential Questions	<ul style="list-style-type: none"> • What are the 16 federal career clusters? • How can I determine which is the right career for me? • What skills do I need? 	
Content	<ul style="list-style-type: none"> • Demonstrate the ability to distinguish between job, occupation, and career. • Outline the steps in the career planning process. • Apply research skills to career exploration. • Analyze personal interests, abilities, and skills through various measures including self-assessments. • Explore careers using hands-on real life experiences within the sixteen Career Clusters. 	
Skills	<ul style="list-style-type: none"> • Research local and state employment opportunities. • Develop an employment package that includes a job application, letter of interest, and resume. • Discuss and demonstrate appropriate behavior for a job interview. • Demonstrate job seeking skills. • Describe and demonstrate appropriate work habits and interpersonal skill needed to obtain and retain employment. • Compare and contrast possible choices based on identified/perceived strengths, goals, and interest. • Identify and develop skills that are transferable from one occupation to another. 	
Assessments	<ul style="list-style-type: none"> • Completed workbook 	
Interventions / differentiated instruction	<ul style="list-style-type: none"> • Large print instructions and sample printouts. • smartboard 	
Inter-disciplinary Connections	<ul style="list-style-type: none"> • TBD 	
Lesson resources / Activities	<ul style="list-style-type: none"> • Career workbooks • Apartment guides • classifieds 	
2009 NJCCCS		
Standard: 9.3		
Strand(s): B. 21st Century Life and Careers Standards Learning Progressions		
Content Statement(s): Career exploration includes investigation of the contemporary workplace and an understanding of relationships among personal abilities, education, and knowledge and skills needed to pursue 21st-century occupations and skills.		CPI # / CPI(s): 9.3.8.B.1 Develop a Personalized Student Learning Plan that includes information about career areas of interest with the assistance of adult mentors. 9.3.8.B.2 Identify common knowledge, skills, and abilities needed with the federal 16 Career Clusters. 9.3.8.B.3 Evaluate personal abilities, interest, and motivations and discuss how they might influence job

and career selection.

21st Century Themes

	Global Awareness	x	Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21st Century Skills

	Creativity and Innovation	x	Critical Thinking and Problem Solving		Communication and Collaboration		Information Literacy
	Media Literacy		ICT Literacy	x	Life and Career Skills		