

Pine Hill Public Schools Curriculum

Content Area:	Computers		
Course Title/ Grade Level:	Computers Grade 8		
Unit 1:	Database	Month:	1-2 weeks
Unit 2:	Spreadsheet	Month:	1-2 weeks
Unit 3:	Careers	Month:	6-8 weeks
BOE Approval Date:	August 28, 2012		

**Pine Hill Public Schools
Computer Technology Curriculum**

Unit Title: Database		Unit #: 1
Course or Grade Level: 8		Length of Time: 1 week
Date Created: 2/17/2012 updated: 2/29/2016		BOE Approval Date:
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
Date Created: 5/21/2012 updated: 2/29/2016		BOE Approval Date:
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 • PEMDAS 	
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 • practice budget worksheets 	

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		

**Pine Hill Public Schools
Curriculum**

Unit Title: Careers		Unit #: 4
Course or Grade Level: 8		Length of Time: 7 weeks
Date Created: 5/21/2012 Updated: 2/29/2016		BOE Approval Date:
Pacing	7 weeks	
Essential Questions	<ul style="list-style-type: none"> • How do I decide what I want to be and how do I prepare for my career? • How does my personal behavior affect my career choices? • What courses do I need to take in the future to achieve my career choice? • How can we best prepare for the workforce when we will likely change jobs multiple times and perhaps even careers? • Why do I need a career plan? • How do I decide or make choices? • When should I start planning financially, and how is it best to do so? • How do academic and career skills relate to successful employment? 	
Content	<ul style="list-style-type: none"> • 9.3.8.B.7 Demonstrate the ability to distinguish between job, occupation, and career. • 9.3.8.B.1 Outline the steps in the career planning process. • 9.3.8.B.2 Analyze personal interests, abilities, and skills through various measures including self-assessments. • 9.2.8.A.1 Explore careers using hands-on real life experiences within the sixteen Career Clusters. • 9.2.8.A.5 Explain earned versus unearned income. • 9.2.8.A.4 Explain how demand for skills affects earning power. • 9.2.8.A.6 Identify labor market trends. • 9.2.8.A.7 Explain payroll deductions. • 9.2.8.A.8 Differentiate between different taxes and associated benefits. • 9.2.8.A.9 Differentiate between taxable and non-taxable income. • 9.2.8.B.1 Excel – Data entering, formulas, labels associated with a budget • 9.3.8.B.11 Word – Creating resumes, documents. • Apply research skills to career exploration. • Interview skills. • Completing a job application. 	
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. • Define the difference between a job and a career. • Reading and understanding a want ad, apartment ad. • Create, maintain and analyze a budget. • Staying within a budget. • Signing your name legibly. 	
Assessments	<ul style="list-style-type: none"> • Completed workbook. • Budget with chart. • Vocabulary list with correct definitions. • Quiz. • Completed career explorer workbook page. 	

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"> • Language arts. • Math.
Lesson resources / Activities	<ul style="list-style-type: none"> • Career workbooks. • Apartment rental booklets. • Classifieds. • Used car booklets. • Worksheets. • COIN website. • Career assessments.

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		

Revised: January 22, 2013