

**FAIRFIELD TOWNSHIP SCHOOL  
TECHNOLOGY LITERACY CURRICULUM**

**EIGHTH GRADE**

**MARKING PERIOD**

**Lesson Title:** TECH SKILLS

**Subject:** Tech Literacy

**Grade Level/Course:** 8/1

**Overview of Unit:** Students will create word processing documents and multimedia presentations with advanced features. Students will also use data software to create a spreadsheet with graphing abilities. Students will also exhibit appropriate online behavior both on the internet and using resources found on the internet.

**Interdisciplinary Connections:**  Language Arts  Social Studies  Science  PE  Art  
Technology  Music  Other

**Learning Targets**

**BIG IDEA(S): Standard(s): 8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.**

**8.1.8.A.1 Create professional documents (e.g., newsletter, personalized learning plan, business letter or flyer) using advanced features of a word processing program.**

**8.1.8.A.2 Plan and create a simple database, define fields, input data, and produce a report using sort and query.**

**8.1.8.A.4 Generate a spreadsheet to calculate, graph, and present information.**

**8.1.8.A.5 Select and use appropriate tools and digital resources to accomplish a variety of tasks and to solve problems.**

**8.1.8.B.1 Synthesize and publish information about a local or global issue or event on a collaborative, web-based service (also known as a shared hosted service).**

**8.1.8.C.1 Participate in an online learning community with learners from other countries to understand their perspectives on a global problem or issue, and propose possible solutions.**

**8.1.8.D.1 Model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics.**

**8.1.8.E.1 Gather and analyze findings using data collection technology to produce a possible solution for a content-related or real-world problem.**

**8.1.8.F.1 Use an electronic authoring tool in collaboration with learners from other countries to evaluate and summarize the perspectives of other cultures about a current event or contemporary figure.**

**ESSENTIAL QUESTIONS**

**ENDURING UNDERSTANDINGS**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"> <li>• In a world of constant change, what skills should we learn?</li> <li>• How do I choose which technological tools to use and when it is appropriate to use them?</li> <li>• How can I transfer what I know to new technological situations/experiences?</li> <li>• How can digital tools be used for creating original and innovative works, ideas, and solutions?</li> <li>• How has the use of digital tools improved opportunities for communication and collaboration?</li> <li>• What are an individual's responsibilities for using technology? What constitutes misuse and how can it best be prevented?</li> <li>• Why is the evaluation and appropriate use of accurate information more important than ever in the technological age?</li> </ul> | <ul style="list-style-type: none"> <li>• Technology is constantly changing and requires continuous learning of new skills.</li> <li>• Selection of technology should be based on personal and /or career needs assessment.</li> <li>• A tool is only as good as the person using it.</li> <li>• Digital tools provide opportunities for people to have new experiences, recognize problems, design solutions, and express their ideas.</li> <li>• Digital tools allow for communication and collaboration anytime/anyplace worldwide.</li> <li>• Technology use can have positive or negative impact on both users and those affected by their use.</li> <li>• Information is spread worldwide within seconds due to technological advancements and has an immediate impact.</li> </ul> |
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**UNIT LEARNING TARGETS:**

*Students will be able to...*

- Use Google Groups
- Identify advantages and disadvantages of various programs based on the end goal
- Select appropriate tools and digital resources for a task
- Use advanced features of Microsoft Excel
- Analyze data for a given purpose

**ASSESSMENT**

**PERFORMANCE TASKS:**

- Blog Posts
- Keyboarding Scores
- Projects
- Presentations
- Artifacts
- Oral assessment

**OTHER EVIDENCE:**

- Teacher observation of acceptable behaviors

**LEARNING PLAN - ACTIVITIES**

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| <ul style="list-style-type: none"> <li>• Google Groups Activity</li> <li>• Research Activity (i.e. Influential People Project)</li> <li>• Microsoft Excel Activity</li> <li>• Presentation Activity</li> <li>• Keyboarding Practice</li> <li>• Blogging</li> </ul> | <ul style="list-style-type: none"> <li>• NYTimes.com</li> <li>• TypingMaster.com</li> <li>• Google Groups</li> <li>• Research Websites</li> </ul> |
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