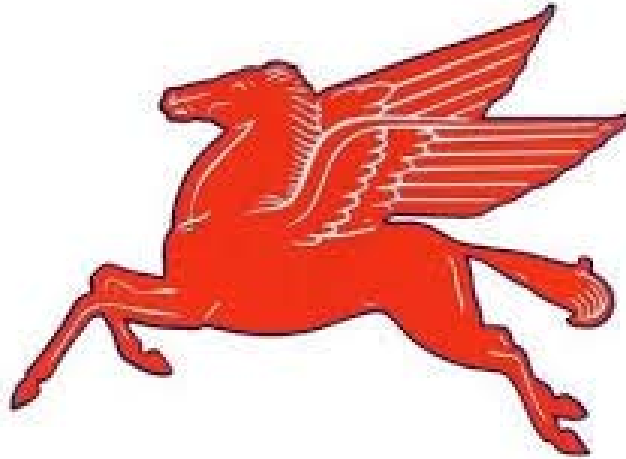


# Curriculum Management System

*PAULSBORO PUBLIC SCHOOLS*



**Freshman Seminar - Grade 9**

**UPDATED AUGUST 2015**

For adoption by all regular education programs as specified and for adoption or adaptation by all Special Education Programs in accordance with Board of Education Policy.

Board Approved: August 2015

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# Paulsboro Public Schools

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# Paulsboro Public Schools

## Mission Statement

The mission of the Paulsboro School District is to provide each student the educational opportunities to assist in attaining their full potential in a democratic society. Our instructional programs will take place in a responsive, community based school system that fosters respect among all people. Our expectation is that all students will achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at every grade level.

## **Introduction/Philosophy**

The Paulsboro School District Technology Curriculum is designed to promote technological and information literacy as well as critical thinking, problem-solving, and decision-making skills that is necessary for students to compete in and connect with our constant-changing global community. The curriculum motivates, empowers and enhances students' conceptual understanding, procedural knowledge, and problem-solving skills in technology including its nature, impact, and social, ethical, and human aspects. Students learn how to use many technological tools to gather, interpret and share information and to choose appropriate technologies to complete their work.

Understanding that technology is multi-disciplinary by nature and has applications in any environment, our technology curriculum is designed to promote academic success by incorporating technological tools and applications into the teaching and learning process. A real-world approach to teaching technology allows for enhancement of the learning process, enrichment of academic experience, and bestows students with the skills necessary to succeed throughout life. The curriculum allows all students including those who are English Language Learners and those who have special needs to develop technological skills while simultaneously strengthening understanding of academic knowledge and skills. Students become active participants in the learning process and learn to efficiently access, explore, apply, and synthesize information in our digital world.

## **Goals**

The mission of the Paulsboro School District is to provide each student the educational opportunities to assist in attaining their full potential in a democratic society. Our instructional programs will take place in a responsive, community based school system that fosters respect among all people. Our expectation is that all students will achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at every grade level.

# New Jersey State Department of Education

## Core Curriculum Content Standards

**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.

**8.2 Technology Education, Engineering, and Design -** All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.

# New Jersey State Department of Education

## 21<sup>st</sup> Century College and Career Readiness Standards

### **The 12 Career Ready Practices**

These practices outline the skills that all individuals need to have to truly be adaptable, reflective, and proactive in life and careers. These are researched practices that are essential to career readiness.

### **9.1 Personal Financial Literacy**

This standard outlines the important fiscal knowledge, habits, and skills that must be mastered in order for students to make informed decisions about personal finance. Financial literacy is an integral component of a student's college and career readiness, enabling students to achieve fulfilling, financially-secure, and successful careers.

### **9.2 Career Awareness, Exploration, and Preparation**

This standard outlines the importance of being knowledgeable about one's interests and talents, and being well informed about postsecondary and career options, career planning, and career requirements.

<http://www.state.nj.us/education/cccs/2014/career/>

## Scope and Sequence

### Quarter I - Grade 9

**Big Idea: Technology & Career**

**I. Career Interests & Aspirations**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

**Big Idea: Technology & Career**

**II. Working With Others**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

**Big Idea: Technology & Career**

**III. Community & World Issues**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses



# Scope and Sequence

## Quarter II - Grade 9

**Big Idea: Technology & Career**

**I. Microsoft Publisher**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

**Big Idea: Technology & Career**

**II. Integrity in the Workplace**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

**Big Idea: Technology & Career**

**III. Goals & Conflicts**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

## Scope and Sequence

### Quarter III - Grade 9

**Big Idea: Technology & Career**

**I. Expectations & Responsibilities**

- A. Spreadsheet Applications

**Big Idea: Technology & Career**

**II. Microsoft PowerPoint**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

**Big Idea: Technology & Career**

**III. Career Growth**

- A. Digital Portfolio
- B. Multi-Page Digital Documents
- C. Online Courses

## Scope and Sequence

### Quarter IV - Grade 9

**Big Idea: Technology & Career**

**I. Components of Excel**

A. Spreadsheet Applications

**Big Idea: Technology & Career**

**II. Excel & Problem Solving**

A. Spreadsheet Applications

**Big Idea: Technology & Career**

**III. Calculate, Sort, Analyze in Excel**

A. Spreadsheet Applications

**Freshman Seminar - Quarter I**  
**Big Idea: Technology & Career**  
**Topic: Achievements, Interests, Aspirations**

<p><b>Standards:</b></p> <p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>Career Ready Practices</b>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b>English/Language Arts Standards</b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p> <p><b>Goal 1:</b> Students demonstrate a sound understanding of technology concepts, systems, and operations.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How will my personal goals shape my high school career?</li> <li>• What does the high school expect to get out of me?</li> <li>• How am I diligent? How can I improve?</li> <li>• What are the electronic/Computer needs that drive our economy today?</li> <li>• How does word processing software help you to create a better position for yourself in today's society? Why?</li> <li>• Why is Word 2013 a requirement for most jobs and post-secondary school?</li> <li>• How do people collaborate using a network shared folder?</li> <li>• How can Word 2013 assist you in your personal life?</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Ice breaker activities</li> <li>• Orientation tour/ Key People</li> <li>• Media Center orientation/ Library visits Develop an Organizational Plan</li> <li>• Journal entries</li> <li>• Agenda checks</li> <li>• Me Poster Visual</li> <li>• Goodcharacter.com diligence activities</li> <li>• LCD Projector</li> <li>• Word It Textbook</li> <li>• Word 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>
	<b>Enduring Understanding</b>	
<ul style="list-style-type: none"> <li>• The high school expects a certain degree of individual decorum, diligence, and responsibility.</li> <li>• The Agenda is a key tool for organization. 3. The meaning of diligence and how it can relate to their own lives</li> <li>• Word is a powerful tool that can aid and assist you in both your personal and professional life.</li> <li>• Creating, Editing and formatting documents are the key areas to enhancing your documents.</li> <li>• Word is used globally and is a requirement for most jobs and post-secondary schools.</li> </ul>		

**Freshman Seminar - Quarter I**  
**Big Idea: Digital Portfolio**  
Topic: Achievements, Interests, Aspirations

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
		<p><u>Assessments</u></p> <ul style="list-style-type: none"> <li>• Progress of Goal Statements Portfolio/Folder maintenance Agenda Quiz Interview a Classmate Org Plan - How Organized Are You?</li> <li>• Discussions</li> <li>• Journal reflections</li> <li>• Self-Assessment</li> <li>• Internet Assigned Projects</li> <li>• Copying, saving and using information found in other computer sources i.e. internet; other folders; flash drives</li> <li>• Additional Computer exercises</li> </ul>

**Freshman Seminar - Quarter I**  
**Big Idea: Technology & Career**  
Topic: Working With Others

<p><b>Standards:</b></p> <p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>Career Ready Practices</b>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b>English/Language Arts Standards</b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p>	
	<p><b>Goal 2:</b> Students collaborate with others to develop and complete projects using technological resources</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How can I earn being trustworthy?</li> <li>• What skills are necessary for a group to have success?</li> <li>• How has my group improved this month?</li> <li>• What study strategies should I use? Which work best for me?</li> <li>• What makes Microsoft Office a universal tool?</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Journal</li> <li>• Newspaper Activities</li> <li>• U Tube Videos</li> <li>• Progress Reports</li> <li>• Agenda/Portfolio/Folder check</li> <li>• Trust building and group problem-solving activities as outlines in Peer Leadership book</li> <li>• Goodcharacter.com lesson plans and videos on trustworthiness and honesty</li> <li>• LCD Projector</li> <li>• Word It Textbook</li> <li>• Word 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>
<b>Enduring Understanding</b>		
<ul style="list-style-type: none"> <li>• Trust is key for group success</li> <li>• More can be accomplished as a group than separately</li> <li>• Effective group work takes effort</li> <li>• There are various strategies for reading, studying, and note-taking that suit some better than others.</li> <li>• .Pdf and .rtf extensions allow individuals to open and view the file if they do not have Microsoft Word.</li> <li>• Identify hardware components appropriate for specific tasks (input, output &amp; storage)</li> <li>• Identify components of the Microsoft Word document.</li> <li>• Demonstrate the process of viewing, printing and saving documents.</li> </ul>		

**Freshman Seminar - Quarter I**  
**Big Idea: Technology & Career**  
**Topic: Working With Others**

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
		<p><u>Assessments</u></p> <ul style="list-style-type: none"> <li>• Group Reflections/analysis of process How Organized Are You Assignment Improvement of process over time</li> <li>• Journal</li> <li>• Discussions</li> <li>• Completion of chapter exercises for creating documents, formatting content, working with visual content, enhancing and reviewing documents</li> <li>• Using the internet to properly access information, pictures and templates online</li> <li>• Quizzes</li> <li>• Activity -based projects</li> <li>• Computer Skills Assessments</li> </ul>

**Freshman Seminar - Quarter I**  
**Big Idea: Technology & Career**  
Topic: Community & World Issues

<p><b>Standards:</b></p> <p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>Career Ready Practices</b>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b><u>English/Language Arts Standards</u></b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p>	
	<p><b>Goal 3:</b> Students apply digital tools to gather, evaluate, and use information.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• Why should I care about problems outside of Paulsboro?</li> <li>• How can I help solve the problems here in Paulsboro?</li> <li>• How can I be a bigger and more productive part of the school community (piggy back with Spirit Week, holiday food drive)?</li> <li>• What do I need to do to be a good citizen?</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Newspaper Activities</li> <li>• Progress Reports</li> <li>• Agenda/Portfolio/Folder check</li> <li>• How Organized Are You?</li> <li>• Scavenger Hunt on local people and issues</li> <li>• Hometown Heroes</li> <li>• Free Rice.Com</li> <li>• Community Food Drive</li> <li>• Goodcharacter.com lesson plans/video on caring</li> <li>• LCD Projector</li> <li>• Word It Textbook</li> <li>• Word 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>
<b>Enduring Understanding</b>		
<ul style="list-style-type: none"> <li>• The town of Paulsboro has its own unique strengths and issues</li> <li>• The responsibilities of good local, national, and global citizenship rest with us all.</li> <li>• PHS is itself its own community.</li> <li>• There are many people right here in town making a difference from which we can learn.</li> </ul>		



## Freshman Seminar - Quarter I

### Big Idea: Technology & Career

#### Topic: Community & World Issues

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
	<ul style="list-style-type: none"><li>• Communicating and managing information are needs that drive our entire economy.</li><li>• Word will allow you to use its features to prepare form letters, flyers, posters, and then merge those letters with envelopes and labels.</li><li>• Work with templates.</li><li>• Create and format a memo.</li></ul>	<p><u>Assessments</u></p> <ul style="list-style-type: none"><li>• Group Reflections/analysis of process How Organized Are You Assignment Improvement of process over time</li><li>• Journal</li><li>• Discussions</li><li>• Completion of chapter exercises for creating documents, formatting content, working with visual content, enhancing and reviewing documents</li><li>• Using the internet to properly access information, pictures and templates online</li><li>• Quizzes</li><li>• Activity -based projects</li><li>• Computer Skills Assessments</li></ul>

**Freshman Seminar - Quarter II**  
**Big Idea: Technology & Career**  
Topic: Microsoft Publisher

<b>Standards:</b>	<b>GOAL</b>	
<b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.	<b>Standard 8.1</b> - 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.  <b>Goal 4:</b> Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.	
<b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
<b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.	<ul style="list-style-type: none"> <li>• Why are digital tools important to communicate your ideas and thoughts?</li> <li>• What is desktop publishing?</li> <li>• How can MS Publisher be used to communicate effectively?</li> </ul>	<b>Resources</b> <ul style="list-style-type: none"> <li>• The Ultimate Gift Movie Project</li> <li>• LCD Projector</li> <li>• Publish It Textbook</li> <li>• Publisher 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>
<b>Career Ready Practices</b> CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12	<b>Enduring Understanding</b>	
<b>English/Language Arts Standards</b>	<ul style="list-style-type: none"> <li>• Explain the meaning of basic desktop publishing terms.</li> <li>• Create and save a simple desktop publishing document.</li> <li>• Use toolbar commands to format columns, margins and page orientation.</li> </ul>	<b>Assessments</b> <ul style="list-style-type: none"> <li>• Journal</li> <li>• Discussions</li> <li>• Review vocabulary</li> <li>• Ruberic for Project</li> <li>• Computer assisted instruction</li> <li>• Class participation</li> <li>• Electronic Portfolios</li> <li>• Teacher Observations</li> <li>• Student self-evaluation</li> </ul>

**Freshman Seminar - Quarter II**  
**Big Idea: Technology & Career**  
Topic: Integrity in the Workplace

Standards:	GOAL	
<p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>Career Ready Practices</b>            CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b>English/Language Arts Standards</b></p>	<p><b>Standard 8.1</b> - 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.</p> <p><b>Goal 5:</b> 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.</p>	
	Essential Questions	Instructional Tools/Learning Activities/Resources/Assessments
	<ul style="list-style-type: none"> <li>• How can I develop a better sense of personal integrity?</li> <li>• How can I make my moral beliefs better match my actions?</li> <li>• How can I be more respected? How can I show more respect?</li> <li>• How can I study and prepare for quarterly assessment?</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Journal</li> <li>• Newspaper Activities</li> <li>• Progress Reports Agenda/Portfolio/Folder check</li> <li>• New Years Resolutions</li> <li>• Seven Habits</li> <li>• Quarterly assessment preparation Goodcharacter.com videos and lesson plans on integrity and respect</li> <li>• LCD Projector</li> <li>• Publish It Textbook</li> <li>• Publisher 2013</li> <li>• Internet</li> <li>• Flash Drive</li> <li>• Powerpoint 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>
	Enduring Understanding	
	<ul style="list-style-type: none"> <li>• Personal moral development is integral for success and not to be taken for granted.</li> <li>• Moral and ethical problems confront us on a daily basis.</li> <li>• Developing personal integrity is difficult but possible in modern culture.</li> <li>• Respect is fundamental to most moral actions</li> <li>• Draw lines and shapes.</li> <li>• Apply simple formatting to objects and shapes (color, resize, copy, rotate, etc.)</li> <li>• Insert objects (Clipart, etc)</li> </ul>	

**Freshman Seminar - Quarter II**

**Big Idea: Technology & Career**

Topic: Integrity in the Workplace

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
		<p><u>Assessments</u></p> <ul style="list-style-type: none"><li>• Moral Dilemma role-plays</li><li>• Seven Habits Notes self and peer-analysis</li><li>• Reflection on Study techniques while prepping for Quiz</li><li>• Review Vocabulary</li><li>• Ruberic for Projects</li><li>• Journal</li><li>• Discussions</li><li>• Computer assisted instruction</li><li>• Class participation</li><li>• Electronic Portfolios</li><li>• Teacher Observations</li><li>• Student self-evaluation</li></ul>

**Freshman Seminar - Quarter II**  
**Big Idea: Technology & Career**  
Topic: Goals & Conflict

<b>Standards:</b>	<b>GOAL</b>	
<p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>8.1.12.A.5</b> - Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p>	<p><b>Standard 8.1</b> - 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.</p> <p><b>Goal 6:</b> Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How do my goals in life compare to the amount of work I put in?</li> <li>• How can I effectively solve conflicts in my own life?</li> <li>• What will be my personal code of discipline?</li> <li>• Sound recorder is used to record voice and other sounds/music in order to add some effects to a video or presentation.</li> <li>• How can the internet be used for gathering and managing data?</li> <li>• What are the appropriate uses of the internet and intellectual property?</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Journal</li> <li>• Newspaper Activities</li> <li>• Progress Reports</li> <li>• Agenda/ Portfolio/Folder check</li> <li>• Dr. Martin Luther King Jr.</li> <li>• Peer Leadership Activities in Active Listening and Decision making</li> <li>• Goodcharacter.com exercises and videos on diligence and fairness/justice</li> <li>• LCD Projector</li> <li>• Present It Textbook</li> <li>• Publisher 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>
	<b>Enduring Understanding</b>	<ul style="list-style-type: none"> <li>• Success in life requires hard work and diligence.</li> <li>• There is a non-violent way to solve any personal conflict.</li> <li>• Key to effectiveness is active listening, thinking win-win, an seeking first to understand.</li> <li>• Personal discipline is essential for longterm success.</li> <li>• Develop ability to utilize search engines, key words, and advanced search.</li> <li>• Demonstrate the ability to use the internet to access, retrieve and evaluate information.</li> </ul>

**Freshman Seminar - Quarter II**  
**Big Idea: Technology & Career**  
Topic: Goals & Conflict

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
<p><u>Career Ready Practices</u>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><u>English/Language Arts Standards</u></p>		<p><u>Assessments</u></p> <ul style="list-style-type: none"> <li>• Real Peer Mediation</li> <li>• Creation of Individual personal discipline code</li> <li>• Note-taking exercises on</li> <li>• Decision Making Model and Active Listening</li> <li>• Research Biographies on Black History People/Inventors</li> <li>• Journal</li> <li>• Discussions</li> <li>• Review Vocabulary</li> <li>• Rubric for Projects</li> </ul>

## Freshman Seminar - Quarter III

### Big Idea: Technology & Career

#### Topic: Expectations & Responsibilities

<p><b>Standards:</b></p> <p><b>8.1.12.A.4</b> - Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p> <p><b>Career Ready Practices</b> CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b>English/Language Arts Standards</b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p>	
	<p><b>Goal 7:</b> Students apply digital tools to gather, evaluate, and use information.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• Where do I meet and not meet the expectations of society?</li> <li>• Which expectations do I need to meet and which can ignore?</li> <li>• How can I change to meet the expectations I need to meet?</li> <li>• How can an understanding of a presentation graphics program help you in today's society</li> <li>• What are the best ways to organize, analyze and present information?</li> <li>• How can an individual use a visual presentation to enhance a message to the audience?</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Journal</li> <li>• Newspaper Activities</li> <li>• Progress Reports</li> <li>• Agenda/ Portfolio/Folder check</li> <li>• Service-Learning Project Development and Execution (may continue into next unit)</li> <li>• Goodcharacter.com exercises and video on citizenship</li> <li>• Discussions</li> <li>• Review vocabulary</li> <li>• Ruberic for Project</li> <li>• Computer assisted instruction</li> <li>• Class participation</li> <li>• Electronic Portfolios</li> <li>• Teacher Observations</li> <li>• Student self-evaluation</li> </ul>
<b>Enduring Understanding</b>		
<ul style="list-style-type: none"> <li>• A sense of justice and fairness are necessary in a successful society.</li> <li>• There are various professional and personal expectations society places upon the students that they do not meet but need to meet.</li> <li>• As citizens, we must work towards constantly improving society.</li> <li>• It is important to have knowledge of Powerpoint 2013 in order to be competitive in today's world.</li> <li>• Powerpoint is a popular choice among individuals and companies for organizing.</li> </ul>		

## Freshman Seminar - Quarter III

### Big Idea: Technology & Career

#### Topic: Expectations & Responsibilities

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
	<ul style="list-style-type: none"><li>• You can enhance your message through the use of visual aids created with presentation software.</li><li>• Powerpoint is a presentation graphics program</li></ul>	<p><u>Assessments</u></p> <ul style="list-style-type: none"><li>• Student Generated Service-Learning Project (i.e. - People's Choice Award)</li><li>• Journal</li><li>• Discussions</li><li>• LCD Projector</li><li>• Present It Textbook</li><li>• Powerpoint 2013</li><li>• Internet</li><li>• Flash Drive</li></ul>



**Freshman Seminar - Quarter III**  
**Big Idea: Technology & Career**  
Topic: Microsoft PowerPoint

<p><b>Standards:</b></p> <p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>8.1.12.A.5</b> - Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p> <p><b>Goal 8:</b> Students use critical thinking skills to plan and conduct research, manage project, solve problems, and make informed decisions using appropriate digital tools.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How can I better meet my responsibilities?</li> <li>• What do I want to do with my life?</li> <li>• What is my plan to make my goals reality?</li> <li>• How can content in Powerpoint be presented to the viewer?</li> <li>• What are the views in which you can organize the content of your topic?</li> <li>• How can slide masters improve the formatting of presentations?</li> </ul>	<p><u><b>Resources</b></u></p> <ul style="list-style-type: none"> <li>• Journal</li> <li>• “Senior Citizen Day” (helpers) Newspaper Activities</li> <li>• Progress Reports</li> <li>• Agenda/ Portfolio/Folder check</li> <li>• Goodcharacter.com video/lesson plan responsibility</li> <li>• Discussions</li> <li>• Review vocabulary</li> <li>• Ruberic for Project</li> <li>• Computer assisted instruction</li> <li>• Class participation</li> <li>• Electronic Portfolios</li> <li>• Teacher Observations</li> <li>• Student self-evaluation</li> </ul>
	<b>Enduring Understanding</b>	
<ul style="list-style-type: none"> <li>• Planning for the future is needed now.</li> <li>• A strong sense of responsibility is needed for success</li> <li>• No one wants to sit and watch a presentation that is just text. You must add interest to it.</li> <li>• Content created in Powerpoint can be projected through a computer to a large screen or output in various formats, including slides, transparencies or hard copy.</li> <li>• Identify parts of the Powerpoint screen.</li> <li>• Insert and edit text on slides</li> </ul>		

## Freshman Seminar - Quarter III

### Big Idea: Technology & Career

#### Topic: Microsoft PowerPoint

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
<p><b><u>Career Ready Practices</u></b> CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b><u>English/Language Arts Standards</u></b></p>		<p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• NJ Can</li> <li>• Moral Dilemma role-plays</li> <li>• Seven Habits Notes self and peer-analysis</li> <li>• Reflection on Study techniques while prepping for Quiz</li> <li>• Review Vocabulary</li> <li>• Ruberic for Projects</li> <li>• Journal</li> <li>• Discussions</li> <li>• LCD Projector</li> <li>• Present It Textbook</li> <li>• Powerpoint 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul>

**Freshman Seminar - Quarter III**  
**Big Idea: Technology & Career**  
Topic: Career Growth

<b>Standards:</b>	<b>GOAL</b>	
<p><b>8.1.12.A.1</b> - Create a personal digital portfolio which reflects personal and academic interests, achievements, and career aspirations by using a variety of digital tools and resources.</p> <p><b>8.1.12.A.2</b> - Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.</p> <p><b>8.1.12.A.3</b> - Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.</p> <p><b>8.1.12.A.5</b> - Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p>	<p><b>Standard 8.1</b> - 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.</p> <p><b>Goal 9:</b> Students research and understand various aspects of career and knowledge growth through technological tools.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How have I grown this year?</li> <li>• How can I use what I've learned this year for success in the future?</li> <li>• On what do I still need to work and learn?</li> <li>• Sound recorder is used to record voice and other sounds/music in order to add some effects to a video or presentation.</li> <li>• Movie Maker is simple, unique way to put together pictures or video clips into a movie format.</li> <li>• Slide masters make formatting a presentation much easier.</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Journal</li> <li>• Newspaper Activities</li> <li>• Progress Reports</li> <li>• Agenda/Portfolio/Folder check</li> <li>• Preparation for Finals</li> <li>• Goodcharacter.com lesson plans and video on courage</li> <li>• Discussions</li> <li>• Review vocabulary</li> <li>• Rubric for Project</li> <li>• Computer assisted instruction</li> <li>• Class participation</li> <li>• Electronic Portfolios</li> <li>• Teacher Observations</li> <li>• Student self-evaluation</li> </ul>
	<b>Enduring Understanding</b>	<ul style="list-style-type: none"> <li>• The ten character traits and Skill streaming skills can have a real impact on their future success</li> <li>• Learning is a life-long endeavor</li> <li>• Doing the right thing takes courage</li> <li>• How do people create movies and add transitions and effects from still pictures.</li> <li>• How does adding sound effects to presentations and videos help create focus and interest in a topic?</li> </ul>

**Freshman Seminar - Quarter III**  
**Big Idea: Technology & Career**  
Topic: Career Growth

Standards (Continued)	Enduring Understanding (Continued)	Instructional Tools/Learning Activities/Resources/Assessments (Continued)
<p><u>Career Ready Practices</u>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><u>English/Language Arts Standards</u></p>		<p><u>Assessments</u></p> <ul style="list-style-type: none"> <li>• NJ Can</li> <li>• Moral Dilemma role-plays</li> <li>• Seven Habits Notes self and peer-analysis</li> <li>• Reflection on Study techniques while prepping for Quiz</li> </ul>

**Freshman Seminar - Quarter IV**  
**Big Idea: Technology & Career**  
Topic: Components of A Spreadsheet

<p><b>Standards:</b></p> <p><b>8.1.12.A.4</b> - Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p> <p><b>8.1.12.A.5</b> - Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p><b><u>Career Ready Practices</u></b>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b><u>English/Language Arts Standards</u></b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p>	
	<p><b>Goal 10:</b> Students will learn and understand various components of a spreadsheet through Microsoft Excel</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• In what settings and context would one use excel?</li> <li>• How can MS Excel be used to improve communication?</li> </ul>	<p><b><u>Resources</u></b></p> <ul style="list-style-type: none"> <li>• LCD Projector</li> <li>• Excel It Textbook</li> <li>• Excel 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• Warm up activities</li> <li>• Class discussions</li> <li>• Quizzes</li> <li>• Journal</li> <li>• Performance tasks</li> <li>• Activity based projects</li> </ul>
<b>Enduring Understanding</b>		
<ul style="list-style-type: none"> <li>• Identify components of an MS Excel workbook.</li> <li>• Navigate through an MS Excel workbook.</li> <li>• Demonstate uses of menus and toolbars.</li> <li>• Use MS Excel commands for a variety of tasks.</li> <li>• Input accurate data and text into MS Excel.</li> </ul>		

**Freshman Seminar - Quarter IV**  
**Big Idea: Technology & Career**  
Topic: Excel & Problem Solving

<p><b>Standards:</b></p> <p><b>8.1.12.A.4</b> - Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p> <p><b>8.1.12.A.5</b> - Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p><b><u>Career Ready Practices</u></b>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b><u>English/Language Arts Standards</u></b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p>	
	<p><b>Goal 11:</b> Students will discuss and research ways to use Microsoft Excel to solve workplace problems.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How can MS Excel be used to solve problems?</li> </ul>	<p><b><u>Resources</u></b></p> <ul style="list-style-type: none"> <li>• LCD Projector</li> <li>• Excel It Textbook</li> <li>• Excel 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• Warm up activities</li> <li>• Class discussions</li> <li>• Quizzes</li> <li>• Journal</li> <li>• Performance tasks</li> <li>• Activity based projects</li> </ul>
<b>Enduring Understanding</b>		
<ul style="list-style-type: none"> <li>• Describe the excel window?</li> <li>• Enter text and numbers</li> <li>• Use the sum function to sum a range of cells</li> <li>• Copy the contents of a cell to a range of cells using the fill handle</li> <li>• Format cells in a worksheet</li> <li>• Create a 3-D clustered column chart</li> </ul>		

**Freshman Seminar - Quarter IV**  
**Big Idea: Technology & Career**  
Topic: Excel & Problem Solving

<p><b>Standards:</b></p> <p><b>8.1.12.A.4</b> - Construct a spreadsheet workbook with multiple worksheets, rename tabs to reflect the data on the worksheet, and use mathematical or logical functions, charts and data from all worksheets to convey the results.</p> <p><b>8.1.12.A.5</b> - Create a report from a relational database consisting of at least two tables and describe the process, and explain the report results.</p> <p><b><u>Career Ready Practices</u></b>  CRP1, CRP2, CRP3, CRP4, CRP5, CRP6, CRP7, CRP8, CRP9, CRP10, CRP11, CRP12</p> <p><b><u>English/Language Arts Standards</u></b></p>	<b>GOAL</b>	
	<p><b>Standard 8.1</b> - 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.</p> <p><b>Goal 12:</b> Students will discover ways to sort, analyze and format data in Microsoft Excel.</p>	
	<b>Essential Questions</b>	<b>Instructional Tools/Learning Activities/Resources/Assessments</b>
	<ul style="list-style-type: none"> <li>• How can Data be calculated, sorted and analyzed using MS Excel.</li> </ul>	<p><b><u>Resources</u></b></p> <ul style="list-style-type: none"> <li>• LCD Projector</li> <li>• Excel It Textbook</li> <li>• Excel 2013</li> <li>• Internet</li> <li>• Flash Drive</li> </ul> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>• Warm up activities</li> <li>• Class discussions</li> <li>• Quizzes</li> <li>• Journal</li> <li>• Performance tasks</li> <li>• Activity based projects</li> </ul>
	<b>Enduring Understanding</b>	
<ul style="list-style-type: none"> <li>• Use auto calculate to determine statistics</li> <li>• Correct errors on a worksheet</li> <li>• Enter formulas using the keyboard and point mode</li> <li>• Apply the average, max, and min functions</li> <li>• Verify a formula using the range finder</li> <li>• Apply a theme to a workbook</li> <li>• Change column width and row height</li> <li>• Checking the spelling of a worksheet</li> <li>• Rename sheets in a worksheet</li> </ul>		

**Freshman Seminar**  
**COURSE BENCHMARKS**

1. Students demonstrate a sound understanding of technology concepts, systems, and operations.
2. Students collaborate with others to develop and complete projects using technological resources.
3. Students apply digital tools to gather, evaluate, and use information.
4. Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
5. 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.
6. Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
7. Students apply digital tools to gather, evaluate, and use information.
8. Students use critical thinking skills to plan and conduct research, manage project, solve problems, and make informed decisions using appropriate digital tools.
9. Students research and understand various aspects of career and knowledge growth through technological tools.
10. Students will learn and understand various components of a spreadsheet through Microsoft Excel
11. Students will discuss and research ways to use Microsoft Excel to solve workplace problems.
12. Students will discover ways to sort, analyze and format data in Microsoft Excel.