

CARLSTADT-EAST RUTHERFORD REGIONAL HIGH SCHOOL DISTRICT
CONTENT: CAREER AND TECHNOLOGY EDUCATION DEPARTMENT
TECH TOOLS IN THE 21ST CENTURY

Tech Tools in the 21st Century Curriculum Guide

Pacing Guide:

Tech Tools in the 21st Century is a half-year course that meets on a rotating basis for three (3) 55-minute blocks and one (1) 40-minute block for every five (5) day cycle.

Basic Computer Functions and Proper Keyboard Positioning (3 weeks)
Keyboarding Speed Building (2 weeks-assessment)
Microsoft Word Editing Features (1 week-assessment)
Microsoft Word Formatting Features (1 week-assessment)
Microsoft Word Tables and Graphics (1 week-assessment)
Microsoft Word Documents (2 weeks-assessment)
Microsoft PowerPoint Basics (1 week-assessment)
Microsoft PowerPoint Editing and Formatting Features (1 week-assessment)
Microsoft PowerPoint Objects and Visual Effects (1 week-assessment)
Microsoft PowerPoint Presentations (2 weeks-assessment)
Microsoft Publisher Basics (1 week-assessment)
Microsoft Publisher Editing and Formatting Features (1 week-assessment)
Microsoft Publisher Objects and Building Blocks (1 week-assessment)
Microsoft Publisher Publications (2 weeks-assessment)

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<p>21st Century Skills Standards:</p> <p>Career Ready Practices</p>	<p>CRP2-Apply appropriate academic and technical skills</p> <p>CRP4-Community clearly and effectively and with reason</p> <p>CPR5-Consider the environment, social and economic impacts of decisions</p> <p>CPR6-Demonstrate creativity and innovation</p> <p>CRP11-Use technology to advance productivity</p>
<p>Technology Standards:</p> <p>8.1 Educational Technology</p>	<p>Use technology when researching for and completing projects and activities.</p> <p>8.1.12.A.1 –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>8.1.12.A.2 -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>8.1.12.A.3-Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue</p> <p>8.1.12.A.4-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>

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Differentiation/Accommodations/Modifications

Note: Each district should review the various strategies noted below and determine which are applicable for their population within varied grade levels and languages and make edits where needed.

Gifted and Talented	English Language Learners	Students with Disabilities	Students at Risk of School Failure
<p><i>(content, process, product and learning environment)</i></p> <p>Extension Activities</p> <ul style="list-style-type: none"> ● Open forums and debates in the classroom regarding controversial issues ● Competitive and collaborative projects ● Independent Projects requiring research skills for assessing information 	<p>Modifications for Classroom</p> <ul style="list-style-type: none"> ● In-Class-Support ● Graphic Organizers ● Note-taking guides ● Clarify assignments, directions and instructions ● Highlight key vocabulary <p>Modifications for Assignments</p> <ul style="list-style-type: none"> ● Internet bilingual dictionaries during class and during assignments ● Extended time for all assessments ● Use of graphic organizer ● Simplification of requirements ● Access to teacher power points and notes ● Collaboration between ESL and mainstream classroom teachers 	<p><i>(appropriate accommodations, instructional adaptations, and/or modifications as determined by the IEP or 504 team)</i></p> <p>Modifications for Classroom</p> <ul style="list-style-type: none"> ● In-Class-Support ● Graphic Organizers ● Provide Study Guides ● Extended time on assessments ● Analogies ● Note-taking guides ● Establish Timelines ● Clarify Assignments, directions and instructions ● Chapter/lecture notes ● Parent/teacher communication ● Assistive technology ● Check students independent work ● Assist students with steps to complete assignments 	<p>Modifications for Classroom</p> <p>Pair visual prompts with verbal presentations</p> <p>Modifications for Classroom:</p> <ul style="list-style-type: none"> ● Intervention and Referral Team (I&RS) in-house strategies ● Extra textbooks at home ● Extended time for assignments ● Modify assignments ● Assign peer helper in class ● Parent/Teacher communication ● Provide a copy of class notes ● Verbal reminders ● Check student independent work ● Assist student with planning of assignments <p>Modifications for Assignments/Homework</p> <ul style="list-style-type: none"> ● Extended time for assignments ● Simplify assignments into smaller units or phases ● Provide student with clear expectations and grading criteria

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	<p>Modifications for Homework</p> <ul style="list-style-type: none"> ● Extended time to complete assignments ● Modified homework assignments ● Provide students with clear expectations <p>Modifications for Assessments:</p> <ul style="list-style-type: none"> ● Extended time for tests and quizzes ● Restate and clarify directions and questions ● Provide study guides <p>Resources WIDA Standards</p> <ul style="list-style-type: none"> ● Standard 1: Social and Instructional Language ● Standard 2: The language of Language Arts ● Standard 3: The language of Mathematics ● Standard 4: The language of Science ● Standard 5: The language of Social Studies 	<p>Modifications for Assignments/Homework</p> <ul style="list-style-type: none"> ● Extended time for assignments ● Simplify assignments into smaller units or phases ● Provide student with clear expectations and grading criteria <p>Modifications for Assessments:</p> <ul style="list-style-type: none"> ● Extended time for tests and quizzes ● Restate and clarify directions and questions ● Provide study guides ● Establish procedures for accommodations/modifications for assessments 	<p>Modifications for Assessments:</p> <ul style="list-style-type: none"> ● Extended time for tests and quizzes ● Restate and clarify directions and questions ● Provide study guides
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CONTENT: Unit 1				
Theme: Keyboarding				
Essential Questions: Why is keyboarding an important skill in today's society? How do keyboarding skills enhance productivity in school and the workplace? What careers require keyboarding and word processing skills?				
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • Proper keyboard positioning • The basic functions of a computer and word processing software 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Identify and use the home row • Improve keyboard speed and accuracy • Identify network drives • Create folders to organize files on network drive • Save and rename files • Print files 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes • Projects • Benchmark Assessments • Final Exam 	Standards (NJSLS): 8.1.12.A.1-4 Math NJSLS.MATH.CONTENT.HSN.Q.A.1 Writing NJSLS.ELA-LITERACY.W.11-12.6 Career Ready Practices CRP 2,4,5,6,11	
			Pacing Chart/Time Frame: 5 weeks-assessment	
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities	

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CONTENT: Unit 2					
Theme: Microsoft Word					
Essential Questions: How does word processing software enhance productivity in school and the workplace? How can word processing software be used to create valuable documents? How can word processing tools and features be used to enhance documents?					
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • The parts of the Microsoft Word screen • The most useful tools on the Home, Insert, Design, and Page Layout tabs and how each tool can be used to edit or enhance documents • Keyboard shortcuts for common computer functions 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Edit documents using cut, copy, and paste • Format text with font features • Copy formatting with format painter • Create bulleted and numbered lists • Change indents, spacing, and alignment • Change margins and orientation • Insert header, footer, and page numbers • Insert blank pages • Insert and format tables • Insert and format text boxes • Insert and format illustrations including pictures, shapes, SmartArt, and WordArt • Add page color and page borders 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes • Projects • Benchmark Assessments • Final Exam 	Standards (NJSLs): 8.1.12.A.1-4 Math NJSLs.MATH.CONTENT.HSN.Q.A.1 Writing NJSLs.ELA-LITERACY.W.11-12.6 Career Ready Practices CRP 2,4,5,6,11		
			Pacing Chart/Time Frame: 5 weeks-assessment		
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities		

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CONTENT: Unit 3				
Theme: Microsoft PowerPoint				
Essential Questions: How can presentation software be used to communicate effectively with an audience? How is a presentation determined to be effective? What features can be used to enhance presentations?				
Content: <i>(As a result of this learning segment, students will know...)</i> <ul style="list-style-type: none"> • How to create effective PowerPoint presentations • How different views are used in PowerPoint • How objects and visual effects can be added to enhance presentations 	Skills: <i>(As a result of this learning segment, students will be able to...)</i> <ul style="list-style-type: none"> • Insert new slides • Change slide layout and design • Format text with font features • Insert and format text boxes • Insert and format illustrations including pictures, shapes, SmartArt, and WordArt • Apply slide transitions • Animate text and objects • View slide shows • Print slide shows as handouts 	Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes/Tests • Projects • Benchmark Assessments • Final Exam 	Standards (NJSLs): 8.1.12.A.1-4 Math NJSLs.MATH.CONTENT.HSN.Q.A.1 Writing NJSLs.ELA-LITERACY.W.11-12.6 Career Ready Practices CRP 2,4,5,6,11	
			Pacing Chart/Time Frame: 5 weeks-assessment	
			Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities	

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CONTENT: Unit 4			
Theme: Microsoft Publisher			
Essential Questions: What differentiates desktop publishing from word processing software? How can Publisher be used to create publications for today's information-driven world? How can you create professional-looking print publications?			
<p>Content: <i>(As a result of this learning segment, students will know...)</i></p> <ul style="list-style-type: none"> • The benefits of using desktop publishing software • The types of publications that can be created in Publisher • How to choose appropriate templates for publications • How Publisher tools can be used to create professional-looking publications 	<p>Skills: <i>(As a result of this learning segment, students will be able to...)</i></p> <ul style="list-style-type: none"> • Change a template and page design including colors, fonts, background, and page setup • Insert and format objects including text boxes, pictures, and shapes • Insert and edit building blocks • Insert header, footer, and page numbers • Work with layout and ruler guides • Print publications 	<p>Assessments: <i>(The above Essential Questions will be assessed with the following formative and summative measures:)</i></p> <ul style="list-style-type: none"> • Classroom Assignments and Activities • Independent Practice • Quizzes • Projects • Benchmark Assessments • Final Exam 	<p>Standards (NJSLs): 8.1.12.A.1-4</p> <p>Math NJSLs.MATH.CONTENT.HSN.Q.A.1</p> <p>Writing NJSLs.ELA-LITERACY.W.11-12.6</p> <p>Career Ready Practices CRP 2,4,5,6,11</p>
			<p>Pacing Chart/Time Frame: 5 weeks-assessment</p>
			<p>Materials: Demonstrations Classwork exercises/worksheets Computer software applications Internet research and activities</p>