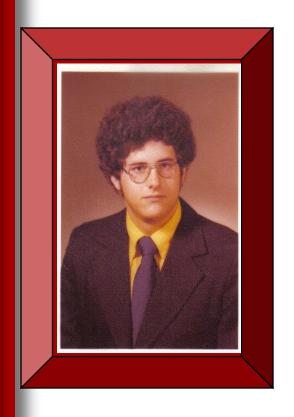
End

Portfolio of Academic Achievement in: Computer Literacy 1975 – Sem 1

Student Name Stephen Rocco



Class of: 1975
Alvarez High School
Providence, RI

Digital Portfolio Facilitator Mr. Stephen Rocco

Click Here to Begin Viewing

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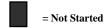
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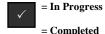
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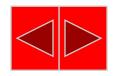
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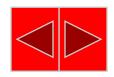
Teacher Reflection

Student Reflection

Place Cursor in Box then Press Shift + P to insert ✓

= Not Started
= In Progress
= Completed





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Teacher Reflection

*Throughout Entire Presentation Click on Underlined Links or Press Buttons to Select

Date: 1/15/15

Teacher Reflection: Stephen has been a focused and productive learner this semester. I was happy to have him in class as he was always willing to learn and ask questions about more advanced skills than we offered. He completed all his work in a timely fashion, was respectful, and always willing to assist his classmates. It was a pleasure to have him in my class.







Student Reflection

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Date: 11/19/14

My Reflection: The course began with a unit on career exploration where I was able to narrow down my career choices based upon my interests, skills, personality and future lifestyle goals. We also learned about safe use of the internet and how we should treat others in a digital world.

I learned about many tools and ideas, for creating and formatting documents that I can use in correspondence, data analysis, and presentations. I was not aware that MS Office had so many tools available, but this course has taught me that I should create documents that are perfect, because no one will take me seriously if there are a lot of errors or the documents are not easy to read.

Finally, we participated in an online mini-course in personal finance. I feel that this course has made me more aware of how to handle my finances now and in the future.







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Exercise Grading Rubric

Score	Indicator	Description
4	Exemplary	Completed assignment with no errors, followed directions, works completely independently, and creates a professional looking document.
3	Proficient	Completed assignment with 1-2 errors, followed most directions, works somewhat independently, and professional looking document.
2	Needs Improvement	Completed assignment with 3-4 errors, followed most directions, worked dependently, and somewhat unprofessional looking document.
1	Unacceptable	Completed assignment with more than 4 errors, work not submitted on time, worked dependently, and overall unprofessional looking document.

GSE - R7 Understanding of Informational text Using information from the text to answer questions; Organizing information to show understanding; Identifying the characteristics of a variety of types of text

GSE - W10 Writing Process Pre-writing, drafting, revising, editing

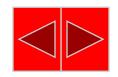
NETS - 4 Critical thinking, problem solving, and decision making

NETS - 6 Technology operations and concepts Understand and use technology systems; select and use applications effectively; troubleshoot systems and applications; transfer current knowledge to learning of new technologies

NBEA – Communication: Communicate clearly and concisely; apply basic social communication skills; use technology; integrate all forms of communication; incorporate appropriate techniques to communicate effectively **NEASC 1.5 -** Design and create effective communication.

NEASC 4.0 - The SHS graduate will take personal responsibility for his/her own growth.





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EP-1 Email Communication

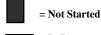
Objective: Student learns to search the internet efficiently and has the skills to communicate effectively using computer technology.

Grading Rubric



✓✓ EP-1 My Work

Place Cursor in Box then Press Shift + P to insert ✓











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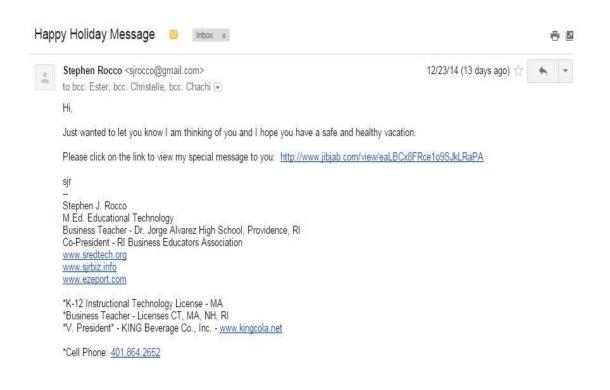
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EP-1 Email Communication







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EP-2 My Personal Letterhead w/Footer

Objective: Student shows the use of header and footer tools and inserting and formatting graphics while developing their own personalized letterhead.

Grading Rubric



Place Cursor in Box then Press Shift + P to insert ✓







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EP-2 My Personal Letterhead w/ Footer

Stephen J. Rocco, M.Ed. - Business Teacher

Dr. Jorge Alvarez High School ● 375 Adelaide Ave. ● Providence, RI 02907 Tel.: 401-456-0676 ● email: Stephen.Rocco@ppsd.org

November 20, 2014

Stephen Rocco

EP2_Letterhead



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EP-3 Block Format Business Letter

Objectives: 1) Student shows proper letter formatting techniques in one of a variety of communicative topics. (Cover, Complaint, Inquiry, Thank You, etc.)

2) Student addresses an envelope properly using information from this letter.

Grading Rubric

EP-3 My Work

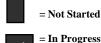


A. Letter



B. Envelope

Place Cursor in Box then Press Shift + P to insert ✓



= In Progress = Completed

√√



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EP-3A Block Format Business Letter

Stephen J. Rocco, M.Ed. - Business Teacher

Dr. Jorge Alvarez High School ● 375 Adelaide Ave. ● Providence, RI 02907 Tel.: 401-456-0676 ● email: Stephen.Rocco@ppsd.org

October 20, 2014

Mr. Fred Flintstone 164 Belleman Ave. Providence, RI 02907

Dear Mr. Flintstone,

I would like to introduce myself to you as Barney's teacher for Introduction to Computer Literacy. During the first days of school, I sent home a syllabus and contract with Barney for you to read with her, sign and return to me. The syllabus had a class description, grading policy, classroom rules, etc. I have enjoyed having her in my class and I am sorry that this letter comes to you mid-term. However, if you would like to know more about me or the course, you can visit the class web site at http://sjrocco.info.

I wanted to let you know that Barney is a good student, but a large number of absences are affecting performance in the class. I am confident that with improved effort, Barney's performance will improve as well.

Please contact me with your email address and I will add you to my address book for news about your child, the class, or any announcements. If you have any questions or concerns at all, please contact me anytime.

Sincerely,

Stephen J. Rocco

Stephen J. Rocco

November 20, 2014 Stephen Rocco EP3_Letter



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EP-3B Addressed Envelope

#10 Envelope for mailing letter.

Stephen J. Rocco 375 Adelaide Ave Providence, RI 02907				STAMP
	Mr. Fred Flintstone 164 Belleman Ave. Providence, RI 02907			
				- -

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EP-4 Business Card

Objective: Student shows proper use and setup of a Business Card to be used for first impression in a prospective business relationship.

Grading Rubric



Place Cursor in Box then Press Shift + P to insert ✓





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EP-4 Business Card











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EP-5 Tri-Fold Travel Brochure

Objective: Student researches the culture and attractive recreational attributes of a foreign destination while applying the use of advanced formatting in creation of a double sided tri-fold travel brochure. The use of Word Art, Tables, Column Setup, Bulleted List, Section Breaks, Borders and Shading, are necessary here.



EP-5 Formative Reflection

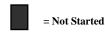
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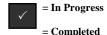
Grading Rubric



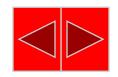
✓✓ EP-5 My Work

Place Cursor in Box then Press Shift + P to insert ✓









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The Curriculum

Computer Literacy Banking & Credit Financial Planning

*Financial Accounting

*Economics
International Business

**Confu 1 credit per year required to complete the ₹ program leaving room for students to pursue other

Elective Business Courses: Law I, Law II, Sports Management and Sports Marketing, Business Basics Trand Beyond, Advanced Computer Skills, Risk To Management and Investments, Entrepreneurship, Strategies for Success

College Credit In High School

- Financial Accounting, 3 cr. URI
 - Economics, 3 cr. RIC
- Intro. to Business, 3 credits from Bryant University, CCRI, or Online

* Exposure to college level courses better prepare



2009 Federal Reserve Cup RI Champions

Academy of Finance Smithfield High School 90 Pleasant View Ave. Smithfield. RI 02917







For more information Contact Stephen Rocco at 401-949-2050 or by email: SRocco@smithfield-ps.org



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What is the Academy of Finance?

Established in Smithfield in 1998 as a National Academy Foundation member http://www.naf.org

A "School within a School"

- Personalized Environment
- Created **Enriched Curriculum**
- Smaller Class Sizes
- **Guest Speakers**
- Field Trips
- deskPDF Financial Literacy
- Ethics
- Technology Use
- PDF. Networking

Alumni Network and Advisory Board

Provides graduates with professional and social networking experiences, access to scholarships, Tria job prospects, and mentoring and community service opportunities.

New Context for Learning ptto.

- Introduces students to broad career opportunities
-www. Equips them to make sound choices for their
 - Builds motivation, confidence, and sense of .docudesk.com personal worth that lead students of all backgrounds to success.
 - Serves students of all abilities and has proven very effective in helping students achieve their full

* 100% of our graduates have entered post-secondary schools.

For more information Email: SRocco@smithfield-ps.org

Student Presentation at Bryant University







Holiday Breakfast with our RI General Treasurer





Annual Golf Tournament

Membership Benefits

Future Business Leaders of America



- School Store
- **Event Planning** Leadership
- Statewide Skills Competition

International Business Endorsement



For fulfillment of additional requirements in World Language and Social Studies Courses.

New!

National Business Honor Society



Annual 3 Day Field Trip to New York City

NYSE



Garment District United Nations Bloomberg Citigroup CBS Early Show Federal Reserve J.W.T. Advert. Ellis Island Statue of Liberty Times Square





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EP-5 Formative Reflection – Tri-Fold Brochure 1 of 2

Assignment Completed on:	
List one NETS standard met by completion of this task. (4 lines)	NETS #3. Research and information fluency Students apply digital tools to gather, evaluate, and use information. b. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media
2. List one NBEA content standard that is being met by completion of this task. (4 lines)	NBEA Communication - IV. Technological Communication Achievement Standard: Use technology to enhance the effectiveness of communication.
3. How has the completion of this task helped you meet the specific standards and expectations listed in #1 & #2. (8 lines)	X X X X X X
4. Describe the task you have completed and the steps you used to complete it. How did this process help you to achieve proficiency on the standards and expectations. (8 lines)	X X X X X X
5. How did you use previously learned skills in completing this task? (6 lines)	X X X X X
6. What were the most difficult parts of this task. And what gave you the greatest sense of accomplishment? (7 lines)	X X X X X



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EP-5 Formative Reflection – Tri-Fold Brochure 2 of 2

7. What advice would you give future students completing a task similar to this one? What could you have done to improve your performance on this task? (8 lines)	X X X X X X
8. How will you be able to use the skill, knowledge, or experience gained through completion of this project in the future? (8 lines)	X X X X X X

Formative Reflection Rubric

SCORE	<u>Criteria</u>
Proficient (The student responds to all questions. The student describes detailed connections between the task and the expectation and standards being met. The student reflects insightfully on his/her own work. The student uses proper grammar and sentence structure.
Deficient (The student does not respond to all questions. The student makes little or no connection between the common task and the academic expectations or standards. The student reflection are incomplete and lack of depth of understanding. The student does not use proper grammar and sentence structure.



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EP-6 Registration Form

Objective: Student shows the use and manipulation of tables to apply formatting and use of symbols in creation of a form for practical use.

Grading Rubric



✓✓ EP-6 My Work

Place Cursor in Box then Press Shift + P to insert ✓

= Not Started = In Progress = Completed





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A-6 Registration Form

Registration Information

By Phone 1-800-555-0100 By Mail Creative Seminars P.O. Box 3800 Boise, ID 83702-0100 By Fax 1-208-555-0121







K-----

Please Print

Name: Title:

Mailing Address:

Company:

City, ST Zip:

Telephone:

Ext.:

Email Address:

January 5, 2015

Stephen Rocco

EP-6 Registration Form



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EP-7 My Resume' in MS Word Table

Objective: Student learns formatting of individual cells in a table while creating a Resume of their education, work, and personal achievements.

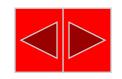
Grading Rubric



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JOSEPH H. SHMO (\$) **③**



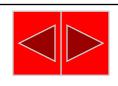
5 Appleater Road Greenville, RI 02828

Phone: 401.949.6712 Email: Jshmo349@cox.net

		- Commod-to@coximet			
Objective	TO OBTAIN A POSITION AS A CAMP COUNSELOR				
	SMITHFIELD HIGH SCHOOL – CLASS OF 2009				
Education	Course of Study – Business Studies				
	• GPA – 3.57				
	VINCENT J. GALLAGHER MIDDLE SCI	HOOL - 2002-2005			
\A/					
Work Experience					
June 2005-present	PAVEMENT WAREHOUSE – JOHNSTO	N, RI 02919			
	Assistant General Manager				
	 responsible for pumping and it 	regulating sealcoating			
	 receive and stock inventory 				
	 maintain and organize the wa 	rehouse area			
June 2003-present	KING BEVERAGE CO., INC. – SMITHFI	ELD, RI 02917			
	In-House Service Technician				
 responsible for maintenance and repair of bevelowed dispensing equipment and components 					
Personal	uispensing equipment und con	пропеніз			
Personal					
	School & Civic Organizations				
July 2005	Students Against Drunk Driving member				
2005 - Present	Student Council President				
2004 – 2005	Young Republicans member				
2003 - 2004	Junior Chamber of Commerce				
	Youth Baseball League Umpire				
Fall 2005	Jr. Drama Club – "Man of The House" - Harry				
2003 - 2005	Middle School Honors Chorus				
2003 - Present	Our Redeemer Evangelical Lutheran Church Yo	uth Group			
	Sports				
2002 - 2005	Smithfield Youth Basketball League player				
2004 – 2005	Team Captain				
2003 - 2005	Gallagher Middle School Track – Shot-Put, Discus				
1999 - 2004	NRI House League Hockey – King Beverage				
	<u>References</u>				
Mr. Stephen J. Rocco	5 Appleseed Drive Greenville, RI 02828	401. 949. 4519			
Mrs. Ann Andrews	1 Valley View Drive Greenville, RI 02828 401. 949. 8088				
Mr. Barry Sutcliffe	7 Appleseed Drive Greenville, RI 02828 401. 949. 2801				
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JOSEPH H. SHMO (\$)



5 Appleater Road Greenville, RI 02828

Phone: 401.949.6712 Email: Jshmo349@cox.net

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TO OBTAIN A POSITION AS A CAMP COUNSELOR

SMITHFIELD HIGH SCHOOL - CLASS OF 2009

Course of Study - Business Studies

GPA - 3.57

VINCENT J. GALLAGHER MIDDLE SCHOOL - 2002-2005

Work Experience

Objective

Education

June 2005-present PAVEMENT WAREHOUSE – JOHNSTON, RI 02919

Assistant General Manager

responsible for pumping and regulating sealcoating

receive and stock inventory

maintain and organize the warehouse area

June 2003-present

KING BEVERAGE CO., INC. - SMITHFIELD, RI 02917

In-House Service Technician

responsible for maintenance and repair of beverage dispensing equipment and components

Personal

School & Civic Organizations July 2005

Students Against Drunk Driving member 2005 - Present Student Council President

2004 - 2005Young Republicans member

2003 - 2004 Junior Chamber of Commerce Youth Baseball League Umpire

Fall 2005 Jr. Drama Club - "Man of The House" - Harry

2003 - 2005 Middle School Honors Chorus

2003 - Present Our Redeemer Evangelical Lutheran Church Youth Group

Sports

2002 - 2005 Smithfield Youth Basketball League player

2004 - 2005Team Captain

2003 - 2005 Gallagher Middle School Track - Shot-Put, Discus 1999 - 2004

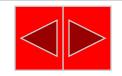
NRI House League Hockey - King Beverage

References

Mr. Stephen J. Rocco 5 Appleseed Drive Greenville, RI 02828 401. 949. 4519 Mrs. Ann Andrews 1 Valley View Drive Greenville, RI 02828 401. 949. 8088

Mr. Barry Sutcliffe 7 Appleseed Drive Greenville, RI 02828 401. 949. 2801

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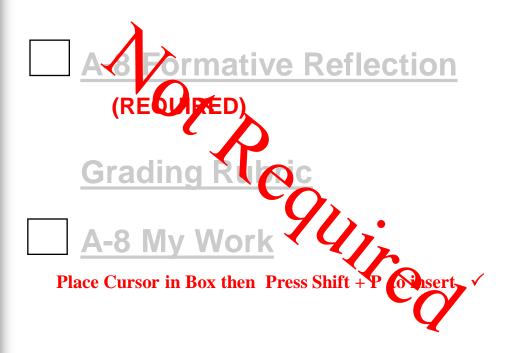
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EP-8 Purchasing a Computer Essay

Objective: Student learns about hardware, software, operating systems, history of, and proper use of technology and internet as they build knowledge necessary to use the "decision making process" while comparing options for choosing a computer to purchase for their personal use.









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EP-8 Purchase a Computer Essay (Continue on Next Slide if Necessary) 1 of 3



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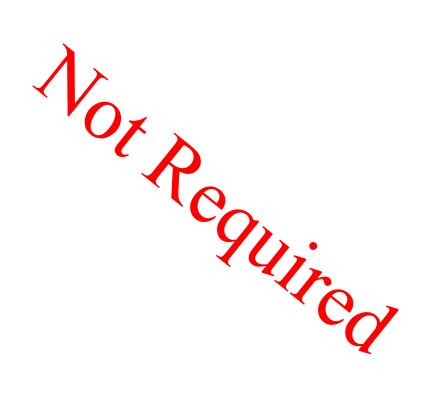
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EP-8 Formative Reflection – Purchase a Computer Essay 1 of 2



Stephen Rocco - 1415 - Sem. 1

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EP-9 Digital Citizenship Graphic

Objective: Students have learned awareness and understanding of the Nine Elements of Digital Citizenship for appropriate and responsible technology use. The displayed graphic organizer is created using an online Web 2.0 tool called Text2MindMap.com.



EP-9 My Work

Place Cursor in Box then Press Shift + P to insert ✓







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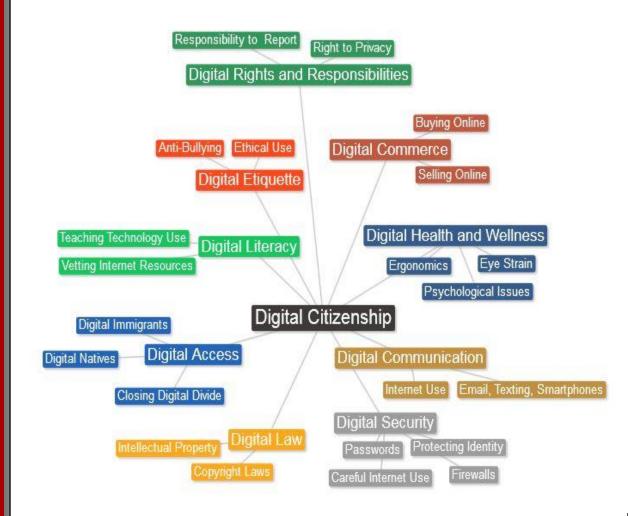
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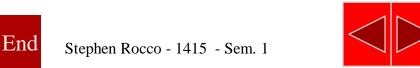
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EP-9 Digital Citizenship Graphic Organizer





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EP-10 MS Excel Spreadsheet w/Calcs & Graph

Objective: Student learns effective collection and presentation of data through use of Excel to enter and edit data, calculate formulas, and easy to read charts.



A-10 Formative Reflection (REQUIRED)

Grading Rubric



✓✓ A-10 My Work

Place Cursor in Box then Press Shift + P to insert ✓

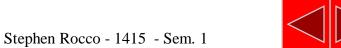


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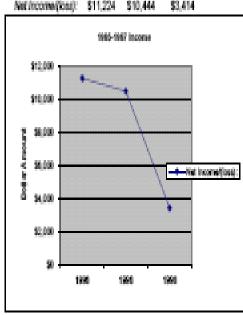
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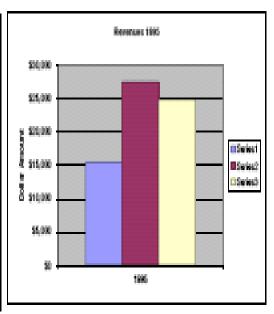
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EP-10 MS Excel Spreadsheet with Calculations & Graphs

Elaine's Bakery Income Statement for the years 1995-1997

	1995	1996	1997
Revenues:			
Cookie Sales	\$15,500	\$16,896	\$17,884
Cake Sales	\$27,589	\$28,298	\$25,982
Breed Sales	\$24,980	\$25,298	\$25,398
Total Revenues:	\$68,069	988,492	\$89,244
Expenses:			
Advertising	\$5,000	\$4,500	\$4,500
Baking Supplies	\$2,000	\$1,000	\$1,750
Ingredients	\$13,275	\$15,298	\$16,490
Selerios	\$30,000	\$30,000	\$35,000
Utilities	\$8,570	\$7,250	\$3,090
Total Expenses:	\$56,845	\$58,048	\$85,830
Net income/(loss):	\$11,224	\$10,444	\$3,414





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EP-10 Formative Reflection Spreadsheet w/Calcs and Graph 1 of 2

Assignment Completed on:	
List 1 NETS standard met by completion of this task. (4 lines)	4. Critical thinking, problem solving, and decision making > Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. c. Collect and analyze data to identify solutions and/or make informed decisions
2. List one NBEA content standard that is being met by completion of this task. (4 lines)	Computation > I. Mathematical Foundations Apply basic mathematical operations to solve problems.
3. How has the completion of this task helped you meet the specific standards and expectations listed in #1.(8 lines)	X X X X X X
4. Describe the task you have completed and the steps you used to complete it. How did this process help you to achieve proficiency on the standards and expectations. (8 lines)	X X X X X X
5. How did you use previously learned skills in completing this task? (6 lines)	X X X X X
6. What were the most difficult parts of this task. And what gave you the greatest sense of accomplishment? (7 lines)	X X X X X X



EP-10 Formative Reflection Spreadsheet w/Calcs and Graph 2of2

X

X

Χ

Χ

Χ

X

Χ Χ

X

Χ

X

Χ

Χ X Χ

	EP-10 Formative Ref	lect
TOTAL SCORE	7. What advice would you give fut students completing a task similar this one? What could you have details	r to Ione
BACK TO CONTENTS	to improve your performance on t task? (8 lines)	nis
<u>Reflections</u>	8. How will you be able to use th skill, knowledge, or experience go through completion of this projec	ained
<u>EP-1</u>	the future? (8 lines)	
<u>EP-2</u>		
<u>EP-3</u>	<u>Forma</u>	tive
<u>EP-4</u>	SCORE	
<u>EP-5</u>	Proficient	●Th
	()	bet
<u>EP-6</u>		●Tł
ED 5	ll .	wor

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	X		
<u>Forma</u>	tive Reflection Rubric		
SCORE	<u>Criteria</u>		
Proficient	The student responds to all questions.		
()	The student describes detailed connections between the task and the expectation		
	and standards being met.		
	The student reflects insightfully on his/her own work.		
	•The student uses proper grammar and sentence structure.		
Deficient	The student does not respond to all questions.		
()	The student makes little or no connection between the common		
	task and the academic expectations or standards.		
	 The student reflection are incomplete and lack of depth of understanding. 		



The student does not use proper grammar and

sentence structure.

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EP-11 MS Word and Excel Integration

Objective: Student learns how MS Office Applications can be used simultaneously and integrated into one document with use of Word and Excel

Grading Rubric



EP-11 My Work

Place Cursor in Box then Press Shift + P to insert ✓

= Not Started = In Progress

= Completed



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EP-11 Word/Excel Integration

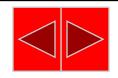
JULY BIRD SIGHTINGS OHIO STATE PARK

Over 300 people participated in the July Bird Watch at Ohio State Park. Included were students from several elementary, junior, and senior high schools who will be using data and observations for their own research projects. The purpose of the annual bird watch is to collect data for scientists who study migration patterns and affects of pollution.

Bird	Now A.M	Now P.M.	<u>Now</u> Total	<u>Last</u> Year	Change
Sparrow	95	62	157	140	17
warbler	52	34	86	90	4
finch	173	158	331	321	10
wren	20	27	47	58	11
robin	46	41	87	72	15
totals	386	322	708	681	

Buses and cars arrived early in the morning for a briefing by state wildlife officials. The temperature was a brisk 55 degrees with clear skies. Observation notebooks were issued and assignments were given during a pancake breakfast given by the local volunteer fire department.

After breakfast, everyone hiked to their observation areas to set up camp. For the next 10 hours, sightings were recorded.



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EP-12 Money\$KILL Certificate

Objective: Student completes online course in Personal Finance earning a Certificate of Completion. Course covers, future lifestyle, income, payroll deductions, budgeting, savings, insurance, owning a vehicle, and student loans.



✓✓ EP-12 Certificate

Place Cursor in Box then Press Shift + P to insert ✓

= Not Started = In Progress

= Completed



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EP-12 Money\$KILL Certificate of Completion



Brightening Your Financial Horizon

presents this

Certificate of Completion

to

ADAM JONES

for successfully completing the MoneySKILL® - Online Personal Finance Course

Stephen J. Rocco

11/20/2014

Stephen Rocco

\$ moneyskill*





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Progressive E-Portfolio Score Sheet

ASSIGNMENT	SCORE Work Score Possible Pts.			ION SCORE Possible Pts
Title Page Complete, Master Slide, Name, Picture, Footer, Master		4	xxxxx	XXXXX
Student Course Reflection Complete		4	xxxxx	xxxxx
Assignment #1		4	XXXXX	XXXXX
Assignment #2		4	XXXXX	XXXXX
Assignment #3		4	XXXXX	XXXXX
Assignment #4		4	XXXXX	XXXXX
Assignment #5 Required Reflection		4		4
Assignment #6		4	XXXXX	XXXXX
Assignment #7		4	XXXXX	XXXXX
Assignment #8	N/A	4	XXXXX	XXXXX
Assignment #9		4	XXXXX	XXXXX
Assignment #10 Required Reflection		4		4
Assignment #11		4	XXXXX	XXXXX
Assignment #12		4		
TOTAL SCORE 60 Points		52		8
	Sco	re Earned		•

