

Business and Finance Technology CURRICULUM

INFORMATION TECHNOLOGY I

Supports Academic Learning Expectation # 3

Students and Graduates of Ledyard High School will employ problem-solving skills effectively

**Approved by Instructional Council
5/19/08**

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 1 (State Standard #1)</p> <p>Define their information needs and identify effective courses of action to conduct research and solve problems</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>1.2 Identify and assess existing knowledge related to a given task and articulate information needs to information providers or peers</p> <p>1.3 Search print, non-print and digital resources within and outside the school</p> <p>1.5 Determine a course of action that demonstrates the selection of appropriate strategies and resources for accomplishing a task</p>	<p><i>Students will be able to:</i></p> <p>a. Demonstrate prior knowledge and proficiency levels of computer skills by completing and analyzing a self- assessment tool</p> <p>a. Research topics using print and digital resources such as problem solving strategies and current technology hardware/software</p> <p>a. Use the problem solving strategies to successfully complete class assignments such as sending homework electronically to their teachers</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 2 (State Standard #2)</p> <p>Understand and demonstrate a command of information skills and strategies to locate and effectively use print and non-print resources to solve problems and conduct research</p>	
<p>LEARNING OBJECTIVES</p>	<p>SAMPLE INDICATORS/ASSESSMENTS OF LEARNING</p>
<p><i>Students will know how to:</i></p> <p>2.1 Apply principles of information systems organization to a variety of print and non-print resources</p> <p>2.2 Routinely and efficiently use online information resources to meet the needs for research, publications, and communications</p> <p>2.3 Access specific information from print and non-print resources by using internal organizers such as indexes and cross-references</p> <p>2.5 Determine the best tool for locating information and use key word descriptors and Boolean logic to perform advanced on-line and CD-ROM searches such as field searches</p> <p>2.6 Use the full range of print and non-print resources within the school or district</p>	<p><i>Students will be able to:</i></p> <p>a. Organize work in their network folder utilizing appropriate file names and folder names</p> <p>a. Research topics using online information resources to produce an electronic document summarizing and evaluating their findings</p> <p>a. Demonstrate proficiency in using internal organizers by producing an electronic document that summarizes and evaluates specific information researched from print and non-print resources</p> <p>a. Locate online information by using the appropriate research tool(s)</p> <p>a. Demonstrate proficiency in gathering information from school and/or community print and non-print resources</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 2 (State Standard #2) - Continued	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>2.8 Select and use an appropriate search engine or directory related to a specific task</p> <p>2.9 Identify key words for searching information sources</p>	<p><i>Students will be able to:</i></p> <p>a. Determine the needed information and choose from appropriate basic search engines required to complete an assignment</p> <p>a. Identify and use the appropriate key words to search for needed information to complete a specific task</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 3 (State Standard #3)</p> <p>Apply information from a variety of sources and formats using evaluative criteria to interpret, analyze, organize and synthesize both print and non-print material</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>3.3 Organize, analyze and synthesize information to draw meaningful conclusions through written, oral, numeric and visual communications</p>	<p><i>Students will be able to:</i></p> <ul style="list-style-type: none"> a. Use PowerPoint to give an oral presentation b. Produce electronic copies of classroom material c. Organize, analyze and synthesize information in self produced electronic documents

STUDENT LEARNING OBJECTIVES

Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 4 (State Standard #4)</p> <p>Use appropriate information and technology to create written, visual, oral and multimedia products to communicate ideas, information or conclusions to others</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>4.1 Use in depth applications of appropriate software and hardware to organize, analyze and interpret information</p> <p>4.2 Determine appropriate technology(s) and format(s) to clearly present information gathered from a variety of print and non-print resources, for a variety of audiences</p>	<p><i>Students will be able to:</i></p> <ul style="list-style-type: none"> a. Produce electronic documents using Word and PowerPoint b. Organize, analyze and synthesize information gathered from the internet c. Demonstrate proficiency in using basic computer hardware d. Problem solve computer hardware issues using the appropriate “trouble shooting” techniques/software <ul style="list-style-type: none"> a. Produce appropriately formatted electronic documents for peers and/or teachers by selecting and using Word and/or PowerPoint to present information gathered from print and non-print resources

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 5 (State Standard #5)</p> <p>Operate and use computers and other technologies as tools for productivity, problem solving and learning across the content areas</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>5.1 Operate school hardware and demonstrate ability to understand and use capabilities of the school network and software</p> <p>5.2 Use content-specific tools and software</p> <p>5.3 Maintain proficiency in keyboarding</p> <p>5.4 Produce a variety of products using the advanced features of personal productivity software</p>	<p><i>Students will be able to:</i></p> <p>a. Use basic operational features of school hardware to connect to the school’s infrastructure</p> <p>b. Use learned software applications to produce electronic documents</p> <p>c. Navigate the school’s infrastructure to store, retrieve, edit and/or print electronic documents</p> <p>a. Use Word and PowerPoint to complete class assignments</p> <p>b. Use Windows NT to navigate the school infrastructure</p> <p>c. Use appropriate Window’s tools to trouble shoot hardware/software issues</p> <p>d. Use Microtype keyboarding software program to acquire skills and increase keyboarding proficiency</p> <p>a. Perform classroom skill building exercises to increase touch keyboarding proficiency</p> <p>b. Demonstrate proficiency in touch keyboarding skills based on classroom level rubrics that include posture, speed and accuracy</p> <p>a. Communicate effectively using Word to produce personal business letters and envelopes, outlines, tables, enumerations and short reports</p> <p>b. Communicate effectively using PowerPoint to produce visual presentations</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

GOAL: District Goal # 5 (State Standard #5 - Continued)	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>5.5 Using telecommunications collaborate with peers, experts and others to research, compile, synthesize, produce and disseminate information or creative works</p> <p>5.6 Identify and apply strategies for solving hardware and software problems outside the school environment</p> <p>5.7 Demonstrate the ability to identify, assess and adapt to new technology tools and resources</p> <p>5.8 Analyze the educational, social and ethical issues related to the increased reliance on computers and other technologies</p> <p>5.9 Identify evaluative criteria for making informed decisions about computers, peripherals and other technology tools</p>	<p><i>Students will be able to:</i></p> <p>a. Use classroom technologies such as computers, digital cameras, and LCD projectors, to produce individual and group electronic projects</p> <p>a. Apply appropriate Window's tools to trouble shoot hardware/software issues outside the school environment</p> <p>b. Share and discuss with peers problems encountered and strategies employed in solving hardware and software problems</p> <p>a. Identify new technology tools and resources</p> <p>b. Research, compare and contrast identified technology tools and resources</p> <p>c. Share information with peers on identified technology tools and resources</p> <p>a. Discuss the negative and positive aspects of the increased reliance on computers and other technologies as related to the basic educational, social, and ethical issues</p> <p>a. Research, list features and compare and contrast a variety of computer hardware and software and present information to peers</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 6 (State Standard #6)</p> <p>Demonstrate the responsible, legal and ethical use of information resources, computers and other technologies</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>6.1 Observe local, state and national laws and policies and procedures regarding the use of print and non-print information resources, computers, other technologies and networks</p> <p>6.2 Apply established citation standards for a wide range of information sources and formats</p> <p>6.4 Adhere to the district's acceptable use and copyright policies as well as local, state and national laws and policies</p>	<p><i>Students will be able to:</i></p> <p>a. Demonstrate a basic understanding of state and national laws that apply to copyrighted material</p> <p>b. Discuss applicable district policies regarding print and non-print information resources, computers, other technologies and networks</p> <p>a. Practice established citation standards in all electronic documents</p> <p>a. Employ the LHS English department endorsed Modern Language Association (MLA) citation standards</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 7 (State Standard #7)</p> <p>Assess the effectiveness of their information and technology choices for problem-solving and communication</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>7.1 Assess, independently and continuously, the relevance, completeness and accuracy of gathered information and the efficiency of the research process</p> <p>7.2 Assess whether their products meet established standards for process, product and presentation</p>	<p><i>Students will be able to:</i></p> <p>a. Review and edit all work for accuracy and completeness</p> <p>a. Compare their own work with correct examples of work that show the established standards for process, product and/or presentation</p>

STUDENT LEARNING OBJECTIVES
Information Technology I

As a result of business and finance technology education, students independently and collaboratively will be able to:

<p>GOAL: District Goal # 8 (State Standard # 3 – Business and Finance Technology)</p> <p>Gain a developmental understanding of their own skills, strengths, and weaknesses and recognize the ever-evolving requirements of the workplace and the relationship of lifelong learning to career success</p>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<p><i>Students will know how to:</i></p> <p>8.1 Assess personal strengths and weaknesses as they relate to career exploration development leading to lifelong learning</p> <p>8.3 Apply the concepts of work ethics, workplace relationships, workplace diversity and workplace communication skills to career development</p>	<p><i>Students will be able to:</i></p> <ul style="list-style-type: none"> a. List their personal strengths and weaknesses as they relate to career exploration development in an electronic document b. Share and discuss the lists for purposes of teacher and peer feedback c. Revise the list based on given feedback a. Articulate and demonstrate the practices of work ethics, team work, and workplace communication skills