

**Business and Finance Technology
CURRICULUM**

INFORMATION TECHNOLOGY II

(Elective Course)

Supports Academic Learning Expectation # 3

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

**Approved by the Instructional Council
May 19, 2008**

STUDENT LEARNING OBJECTIVES
Information Technology II

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>1.1 Clearly state the scope and criteria for a given task and demonstrate the ability to communicate them to others</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>1.4 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. Create electronic projects that successfully meet specific criteria given in a classroom assignment rubric</p> <p>a. Self assess their proficiency levels and skills and develop a plan of action to improve them</p> <p>a. Research topics using print and digital resources for assigned topics</p> <p>a. Demonstrate the ability to combine information from software applications to accomplish a task</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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>2.4 Plan and design methods to collect reliable data for particular purposes and audiences, using advanced reference materials, indexes, dictionaries and abstracts</p>	<p><i>Students will be able to:</i></p> <p>a. Continue to organize work in their network folder</p> <p>b. Organize their printed work in a reference notebook utilizing appropriate sections such as vocabulary, computer commands and completed assignments</p> <p>a. Utilize online information as one of the resources to assist in the creation of advanced electronic documents such as brochures and/or newsletters</p> <p>a. Demonstrate proficiency in using hyperlinks in presentations when cross referencing information</p> <p>a. Develop and apply a website evaluation tool to assess the accuracy of information</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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>2.5 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, independently, the full range of print and non-print resources within the school or district</p> <p>2.7 Demonstrate the ability to solve problems by collecting, analyzing and interpreting data through the use of data management software (database, spreadsheets, etc.)</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. Locate online information by using advanced research tool(s)</p> <p>a. Continue to gather information in an efficient manner from non-print resources</p> <p>a. Define a problem, gather information using the internet, then organize and evaluate the data using a spreadsheet to solve the problem</p> <p>a. Determine the needed information and choose from a wide variety of search engines required to complete a specific task</p> <p>a. Define a search for information using the appropriate key words with delimiters to complete a specific task</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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>3.1 Develop and use personal and established criteria for selecting materials of appropriate breadth and depth of detail, format illustrations, special features, level, content, purpose and intended audience</p> <p>3.2 Demonstrate ability to identify and compare sources of information and apply multiple evaluative criteria, including purpose, point of view, biases and stereotypes, accuracy, continuity and currency</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> <p>a. Evaluate material based on specified criteria, create a written summary, and prepare a document formatted for its intended audience</p> <p>a. Create a criteria list for the purpose of comparing various sources of information</p> <p>a. Use basic and advanced features of PowerPoint to give a presentation</p> <p>b. Produce electronic copies of assorted business documents</p> <p>c. Organize, analyze and synthesize information in self produced electronic documents to draw a conclusion and convey information to others</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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 advanced features of Word and PowerPoint and basic Excel b. Organize, analyze and synthesize information gathered from the internet c. Demonstrate increased proficiency in using computer hardware d. Continue to problem solve computer hardware issues using the appropriate “trouble shooting” techniques/software <ul style="list-style-type: none"> a. Continue to produce appropriately formatted electronic documents for peers and/or teachers by selecting and using advanced features in Word and/or PowerPoint and basic Excel to present information gathered from print and non-print resources

STUDENT LEARNING OBJECTIVES
Information Technology II

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>5.2 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. Continue to use basic and advanced features of Word and PowerPoint and basic Excel to complete class assignments</p> <p>b. Continue to use appropriate basic and advanced Window's tools to trouble shoot hardware/software issues</p> <p>a. Continue to perform classroom skill building exercises to increase touch keyboarding proficiency</p> <p>b. Demonstrate increased proficiency in touch keyboarding skills based on classroom level rubrics that include posture, speed and accuracy</p> <p>a. Communicate effectively using advanced features of Word to produce documents of a more complex nature</p> <p>b. Communicate effectively using advanced features of PowerPoint to produce visual presentations</p> <p>c. Communicate effectively using basic features of Excel to produce documents</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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. Continue to use classroom technologies such as computers, document cameras, scanners, digital still cameras, video cameras, and LCD projectors to produce individual and group electronic projects</p> <p>a. Continue to share and discuss with peers, problems encountered and strategies employed in solving hardware and software problems outside the school environment</p> <p>a. Continue to identify and share information with peers on new technology tools and resources</p> <p>a. Continue to discuss the negative and positive aspects of the increased reliance on computers and other technologies</p> <p>a. Continue to research, list features, compare and contrast a variety of computer hardware and software, and present information to peers</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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>6.4 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 thorough understanding of state and national laws that apply to copyrighted material</p> <p>b. Utilize applicable district policies regarding print and non-print information resources, computers, other technologies and networks</p> <p>a. Continue to employ the LHS English department endorsed Modern Language Association (MLA) citation standards</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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. Continue to review and edit all work for accuracy and completeness</p> <p>a. Evaluate their own work based on a classroom rubric</p>

STUDENT LEARNING OBJECTIVES
Information Technology II

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> <p>a. Update the list of their personal strengths and weaknesses as they relate to career exploration development in an electronic document</p> <p>a. Apply the practices of work ethics, team work, and workplace communication skills</p>