

# **Business and Finance Technology**

## **CURRICULUM**

### **INFORMATION TECHNOLOGY IV**

**(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 IV**

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

GOAL: District Goal # 1 (State Standard #1)  
 Define their information needs and identify effective courses of action to conduct research and solve problems

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>1.5 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 using advanced features of such software applications as Access, Desktop Publisher and Front Page that successfully meet specific criteria given in a classroom assignment rubric</p> <p>a. Self assess their proficiency levels and skills in advanced software applications</p> <p>b. Develop a plan of action to improve them</p> <p>a. Demonstrate the ability to select and apply appropriate strategies, timelines and resources for accomplishing simulations of various business tasks</p>

**STUDENT LEARNING OBJECTIVES**  
**Information Technology IV**

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>	
LEARNING OBJECTIVES	SAMPLE INDICATORS/ASSESSMENTS OF LEARNING
<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>2.4 Plan and design methods to collect reliable data for particular purposes and audiences, using advanced reference materials, indexes, dictionaries and abstracts</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. Organize their printed and non printed work in a reference folder/notebook</p> <p>a. Plan and use methods to collect reliable data to complete community service projects, simulations and job readiness skills</p> <p>a. Define a problem and select the best application to use to collect , organize and analyze the data to solve the problem</p> <p>a. Determine the needed information and choose from a wide variety of search engines and directories required to complete an assignment</p> <p>a. Define a search for information using the appropriate key words with delimiters to complete a specific classroom assignment</p>

**STUDENT LEARNING OBJECTIVES**  
**Information Technology IV**

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

GOAL: District Goal # 4 (State Standard #4)

Use appropriate information and technology to create written, visual, oral and multimedia products to communicate ideas, information or conclusions to others

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> <p>a. Produce electronic documents using advanced features of Access, Desktop Publisher, and Front Page</p> <p>a. Produce appropriately formatted electronic documents to complete community service projects and/or simulation tasks</p>

**STUDENT LEARNING OBJECTIVES**  
**Information Technology IV**

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>5.4 Produce a variety of products using the advanced features of personal productivity software</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>5.7 Demonstrate the ability to identify, assess and adapt to new technology tools and resources</p>	<p><i>Students will be able to:</i></p> <p>a. Use advanced features of Access, Desktop Publisher, and Front Page to complete community service projects and/or simulation tasks</p> <p>a. Use web page storage technologies to collaborate and produce work with others</p> <p>a. Identify emerging technology tools and resources  b. Research, compare and contrast identified technology tools and resources  c. Share information with peers on identified technology tools and resources</p>

**STUDENT LEARNING OBJECTIVES**  
**Information Technology IV**

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>	
<b>LEARNING OBJECTIVES</b>	<b>SAMPLE INDICATORS/ASSESSMENTS OF LEARNING</b>
<p><i>Students will know how to:</i></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. Revise product based on feedback from peers, teacher and/or community members</p>

**STUDENT LEARNING OBJECTIVES**  
**Information Technology IV**

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 their resume reflecting updated skills, training and experience</p> <p>b. Take the MOUS exam (Microsoft Office User Specialist) and use the results to assess personal strengths and weaknesses in personally selected Microsoft Office applications</p> <p>a. Model the practices of good work ethics, team work, and workplace communication skills while performing community service projects and simulations</p>