

**BTT10 LEARNING GOALS AND SUCCESS CRITERIA**  
***Information and Communication Technology Assessment Outline***

<b>UNIT (CURRICULUM STRANDS)</b>	<b>LEARNING GOAL(S)</b>	<b>SUCCESS CRITERIA</b>
<b>1. Digital Literacy (DL, BC)</b>	<p><b><i>I will be able to:</i></b></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of the terminology associated with information and communication technology. (DL1)</li> <li>• Demonstrate an understanding of the computer work station environment. (DL2)</li> <li>• Manage electronic files and folders. (DL3)</li> <li>• Analyze options for accessing the Internet. (DL4)</li> <li>• Apply effective techniques when conducting electronic research. (DL5)</li> <li>• Use appropriate technology to facilitate effective communication. (BC2)</li> <li>• Demonstrate an understanding of legal, social and ethical issues relating to information and communication technology.(EI1)</li> <li>• Assess the impact of information and communication technology on personal health and the environment. (EI3)</li> </ul>	<p><b><i>I can:</i></b></p> <ul style="list-style-type: none"> <li>• Differentiate between hardware and software. (DL1)</li> <li>• Identify different types of storage and explain where each would be most commonly used. (DL1)</li> <li>• Explain the importance of Information Technology and its application in the real world. (DL1)</li> <li>• Explain the purpose of an operating system. (DL2)</li> <li>• Identify common user interface elements of the computer; menus, icons, toolbars. (DL2)</li> <li>• Identify and explain the four functions of the computer. (DL2)</li> <li>• Descriptively name files and folders to make them easy to locate and identify. (DL3)</li> <li>• Organize my files and folders in a logical manner. (DL3)</li> <li>• Identify and name different parts of a drive path. (DL3)</li> <li>• Identify a variety of file extensions and the programs they represent. (DL3)</li> <li>• Differentiate between a web browser, search engine and internet service provider (ISP). (DL4)</li> <li>• Identify various web browsers, search engines and ISP's. (DL4)</li> <li>• Identify different ways to connect to the internet and devices that can be used. (DL4)</li> <li>• Effectively search the internet for useful information using Boolean logic. (DL5)</li> <li>• Evaluate websites for accuracy and reliability. (DL5)</li> <li>• Describe and implement the tools needed for effective electronic communication in business. (BC2)</li> <li>• Explain available assistive devices for individuals with disabilities as they relate to information technology. (EI1)</li> <li>• Describe ergonomics and its importance as related to technology. (EI3)</li> <li>• Explain the impact of technology on the environment and health risks associated with the use of technology. (EI3)</li> <li>•</li> </ul>
<b>2. Word Processing (PS, BC)</b>	<p><b><i>I will be able to:</i></b></p> <ul style="list-style-type: none"> <li>• Use word processing software to create common business documents. (PS1)</li> <li>• Demonstrate an understanding of the characteristics of effective business documents and communications. (BC1)</li> <li>• Maintain a portfolio of exemplary work that illustrates my skills in information and communication technology. (BC3)</li> </ul>	<p><b><i>I can:</i></b></p> <ul style="list-style-type: none"> <li>• Perform word processing tasks such as creating new documents, printing and saving, in a variety of ways. (PS1)</li> <li>• Format documents professionally using various toolbars and editing options; text formatting, headers/footers, symbols, images, tables, watermarks. (PS1)</li> <li>• Create properly formatted business documents; letters, reports, resumes. (PS1)</li> <li>• Identify key characteristics of effective business documents; proper etiquette, wording, conciseness. (BC1)</li> <li>• Edit, revise and proof read to produce well organized and grammatically correct business documents. (BC 1)</li> <li>• Create and maintain a portfolio of exemplary work. (BC3)</li> </ul>

<p><b>3. Spreadsheets and Data Management (PS, BC)</b></p>	<p><b>I will able to:</b></p> <ul style="list-style-type: none"> <li>• Use spreadsheet software to perform a variety of tasks. (PS2)</li> <li>• Manage information using database related software. (PS3)</li> <li>• Maintain a portfolio of exemplary work that illustrates my skills in information and communication technology. (BC3)</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>• Input, organize, and format data in a spreadsheet. (PS2)</li> <li>• Differentiate between a formula and a function, identifying each of the three parts that make up both. (PS2)</li> <li>• Use formulas and functions to perform specific spreadsheet tasks. (PS2)</li> <li>• Produce charts that visually represent spreadsheet data. (PS2)</li> <li>• Produce spreadsheet documents (e.g.,budget, inventory, payroll, invoice) to manage data. (PS3)</li> <li>• Create and maintain a portfolio of exemplary work. (BC3)</li> </ul>
<p><b>4. Desktop Publishing(DS, BC)</b></p>	<p><b>I will able to:</b></p> <ul style="list-style-type: none"> <li>• Use desktop publishing software to create professional publications. (DS2)</li> <li>• Demonstrate an understanding of the characteristics of effective business documents and communications. (BC1)</li> <li>• Maintain a portfolio of exemplary work that illustrates my skills in information and communication technology. (BC3)</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>• Effectively create a variety of published documents that can be used in a professional capacity. (DS2)</li> <li>• Design and evaluate publications according to essential elements of design. (DS2)</li> <li>• Insert objects/elements into a publication; borders, word art, pictures, clip art, bullets, frames (text, shapes, images), tables. (DS2)</li> <li>• Order the frames and objects on my page to create clean lines.(DS2)</li> <li>• Group various objects for ease and accuracy of movement within a publication. (DS2)</li> <li>• Move and resize frames. (DS2)</li> <li>• Create, select and change design templates. (DS2)</li> <li>• Edit publication contents for professional appearance; font, colour scheme and paragraph elements. (DS2)</li> <li>• Design a publication that meets the 4 P's of marketing.(BC1)</li> <li>• Create and maintain a portfolio of exemplary work. (BC3)</li> </ul>
<p><b>5. Photo Manipulation (EI, BC)</b></p>	<p><b>I will able to:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of legal, social and ethical issues relating to information and communication technology.(EI1)</li> <li>• Maintain a portfolio of exemplary work that illustrates my skills in information and communication technology. (BC3)</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>• Create, name, delete and copy a layer in Adobe Photoshop. (EI1)</li> <li>• Work with various layers in Photoshop. (EI1)</li> <li>• Use the tools in Adobe Photoshop to enhance a photograph: fill bucket, selection, clone stamp, crop, adjust lighting, red-eye reduction, adjust colour/sharpen photo, adding text. (EI1)</li> <li>• Convert a photograph to a black and white or sepia image.(EI1)</li> <li>• Create and maintain a portfolio of exemplary work. (BC3)</li> </ul>

<b>6. Multimedia Presentations (DS, BC)</b>	<b>I will able to:</b> <ul style="list-style-type: none"> <li>• Use presentation software to create effective presentations; Microsoft PowerPoint and/or Prezi. (DS1)</li> <li>• Demonstrate an understanding of the characteristics of the effective business documents and communications. (BC1)</li> <li>• Maintain a portfolio of exemplary work that illustrates my skills in information and communication technology. (BC3)</li> </ul>	<b>I can:</b> <ul style="list-style-type: none"> <li>• Apply and adhere to the guidelines of good presentation development in creating multimedia presentations. (DS1)</li> <li>• Enhance my multimedia presentations through the use of animations, transitions and editing techniques. (DS1)</li> <li>• Change the background of my slides. (DS1)</li> <li>• Effectively select design templates and slide layouts that compliment my presentation topic and are not distracting. (DS1)</li> <li>• Insert new slides and duplicate slides. (DS1)</li> <li>• Distinguish between the various View options. (DS1)</li> <li>• Identify appropriate situations to print my presentation as slides (1 per page) or handouts (3, 4, 6, 9 per page). (DS1)</li> <li>• Deliver an electronic presentation from start to finish. (BC1)</li> <li>• Create and maintain a portfolio of exemplary work. (BC3)</li> </ul>
<b>7. Product Development (DS)</b>	<b>I will able to:</b> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of the uses and design of an effective website and develop a website of my own. (DS3)</li> <li>• Analyze privacy and security issues relating to information and communication technology. (EI2)</li> </ul>	<b>I can:</b> <ul style="list-style-type: none"> <li>• Identify the main purposes for having a website and explain their importance. (DS3)</li> <li>• Design and create individual webpages for specific purposes and/or related to specific content and audiences. (DS3)</li> <li>• Identify and explain the importance of digital responsibility. (EI2)</li> <li>• Determine the safety of a website and accuracy of its content for use in an educational setting. (EI2)</li> </ul>

**Your grade in BTT1O will be determined based on the Learning Goals listed in the above table, which are reflective of the overall expectations in the curriculum document. The success criteria listed above may change as the semester progresses, but the learning goals will remain the same. All assessments throughout the course of the semester will be categorized by learning goals instead of TACK categories. You will still see a variety of question types that reflect knowledge, communication, application, and thinking, but you will be assessed specifically on your ability to meet the goals of each unit. The approximate weighting of each learning goal is listed in the table below.**

<b>Learning Goal (%)</b>				
<b>Digital Literacy (24%)</b>	<b>Productivity Software (25%)</b>	<b>Design Software (24%)</b>	<b>Business Communications (18%)</b>	<b>Ethical Issues (9%)</b>
DL1 (5)	PS1 (10)	DS1 (10)	BC1(5)	EI1(3)
DL2 (5)	PS2 & 3 (15)	DS2 (10)	BC2(5)	EI2(3)
DL3 (4)		DS3(4)	BC3(8)	EI3(3)
DL4 (5)				
DL5 (5)				

*DL – Digital Literacy, PS – Productivity Software, DS – Design Software, BC – Business Communications, EI – Ethics and Issues*