

IT Applications I: Grades 9-12

Model positive digital citizenship by applying industry-accepted ethical practices and behaviors. [CIS.HS.10.1](#)

- a** Examine and practice cultural, social, ethical, and legal issues associated with information technology. [CIS.HS.10.1.A](#)
- b** Formulate a critical stance by questioning the validity, accuracy, and appropriateness of information. [CIS.HS.10.1.B](#)
- c** Demonstrate a variety of strategies for effective and efficient searches. [CIS.HS.10.1.C](#)
- d** Evaluate safety and security measures for protecting information and developing digital footprints. [CIS.HS.10.1.D](#)

Use document processing applications to prepare business communications. [CIS.HS.10.2](#)

- a** Create, edit, and customize documents using advanced techniques. [CIS.HS.10.2.A](#)
- b** Prepare and troubleshoot merged documents (e.g., envelopes, mailings, labels). [CIS.HS.10.2.B](#)
- c** Apply digital design strategies to design professional documents (e.g., graphic design, layout, typography, font face, font style). [CIS.HS.10.2.C](#)

Develop and demonstrate effective communication skills and practices. [CIS.HS.10.3](#)

- a** Prepare and develop presentations that can be used in a current workplace. [CIS.HS.10.3.A](#)
- b** Compose electronic communication to communicate within a workplace. [CIS.HS.10.3.B](#)
- c** Customize a presentation using advanced features for a specific audience. [CIS.HS.10.3.C](#)

Organize and manipulate data using spreadsheet applications. [CIS.HS.10.4](#)

- a** Enter and modify worksheet data and structure, format data, and problem solve in a worksheet. [CIS.HS.10.4.A](#)
- b** Sort and manipulate data using formulas and functions. [CIS.HS.10.4.B](#)
- c** Create visual representations of data (e.g., charts, pivot tables, sparklines, and conditional formatting) [CIS.HS.10.4.C](#)

Identify database management concepts to manage, evaluate,

- a** Compare and contrast methods for storing, organizing, and retrieving data. [CIS.HS.10.5.A](#)

and organize information. CIS.HS.10.5

b Sort and manipulate data using formulas and functions and create charts. CIS.HS.10.5.B

c Create and format a database. CIS.HS.10.5.C

d Create database objects (e.g., tables, forms, queries). CIS.HS.10.5.D

e Modify or enter records, create reports, and/or sort data. CIS.HS.10.5.E

Identify opportunities in an information technology career field including but not limited to entrepreneurial opportunities, responsibilities, education, and certification. CIS.HS.10.6

a Identify information technologies used in various industries. CIS.HS.10.6.A

b Discuss the impact of technology on all career fields. CIS.HS.10.6.B

c Identify common information technology tasks in career fields. CIS.HS.10.6.C

d Discuss career opportunities in information technology career fields. CIS.HS.10.6.D

e Describe the impact of technological change and the importance of lifelong learning in this career field. CIS.HS.10.6.E

Describe emerging and evolving trends in information technology. CIS.HS.10.7

a Investigate emerging trends in technology and their impact on business and industry. CIS.HS.10.7.A

b Interact with new and emerging technologies. CIS.HS.10.7.B

c Identify emerging technologies to create and evaluate forms of communication. CIS.HS.10.7.C