Indiana CTE

Digital Applications and Responsibility

Technology as a Planning and Productivity Tool

1 **Students integrate technology to arrange materials and solve problems efficiently.**

1 Apply technology as a means to create business, industry, and professional tasks and develop strategies for solving problems DAR-1.1

2 Use appropriate technology to plan, develop, edit and present material to different types of audiences both in a group or individually (i.e., paper, web page, multimedia presentation, publications, speech, hypermedia, etc.) DAR-1.2

3 Integrate information and communication technology to analyze a real-world problem, design and implement procedures to monitor information, set timelines, and evaluate progress toward the solution DAR-1.3

4 Using appropriate handling and use of supplies and equipment, practice respectful and responsible use of technology through abiding by the professional practices DAR-1.4

5 Apply an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers DAR-1.5

Document Processing

1 **Students design documents by using complex features of software to develop advanced documents that are user-friendly.**

1 Create and manage master documents and subdocuments by using various edit tools, formatting tools, and templates DAR-2.1

2 Use advanced features to create combo boxes, macros, newsletters with mastheads, multi-column brochures, multi-page books, forms wizards, composition, table of contents, and mail merge DAR-2.2

3 Explain the use of various document types and how they related to different situations (school, work, home, etc) DAR-2.3

4 Demonstrate saving, opening, and finding files in various formats and the ability to follow instructions DAR-2.4

Spreadsheet Software

1 **Students apply concepts of spreadsheet software to organize and manipulate data.**

1 Use industry terminology when using spreadsheet software DAR-3.1

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2 Apply relative, absolute, mixed cell references and advanced features (i.e. naming ranges; track, accept and reject changes; formatting, filtering and protection) in formulas and printing DAR-3.2

3 Create and evaluate formulas and functions; customize formats; pivot tables and charts; and edit and run command buttons, macros and macros with buttons DAR-3.3

4 Edit and label chart components (i.e. axis, legends, titles, and databases) DAR-3.4

5 Link and merge worksheets/workbooks; importing and exporting data to and from spreadsheets DAR-3.5

Presentation Software

1 **Students create a variety of multi-media presentations using appropriate design principles to communicate in a professional manner.**

1 Demonstrate how electronic presentations are created DAR-4.1

2 Apply Industry design guidelines to create, manipulate and enhance visual presentations DAR-4.2

3 Demonstrate presentation skills by creating well-organized, audience-appropriate presentations such as informative, entertaining, instructional, while using proper public speaking techniques DAR-4.3

4 Create a stand-alone presentation with video, embedded objects, specialized features, by modifying and designing templates DAR-4.4

Database Software

1 **Students synthesize database management concepts to manage, evaluate, and organize information in an effective manner.**

1 Create database objects such as tables, forms and queries DAR-5.1

2 Use advanced functions to filter, extract, and split databases and cross reference DAR-5.2

3 Use a database application software to create or modify a database structure, enter records in a database, create reports, sort and index a database DAR-5.3

Internet Tools

1 **Students establish communication and collaboration skills using the internet and social media to increase global awareness.**

1 Construct basic HTML5 coding DAR-6.1

2 Apply and adapt best practices for internet research DAR-6.2

3 Investigate the effects of social media tools on society DAR-6.3

4 Explain concepts of internet privacy and security DAR-6.4

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Technology Assessment

1 **Students apply technology concepts to take industry standard certifications.**

1 Investigate industry-based certifications within the information technology industry DAR-7.1

2 Take computer-based narrative tests and computer adaptive timed tests for topic remediation and support DAR-7.2

Functions on Technology

1 **Students connect functions of technology with computer hardware and software so they make decisions about computer technology.**

1 Identify the principle hardware components of a microcomputer and describe their functions DAR-8.1

2 Use operating system utilities to control the operation of the computer DAR-8.2

3 Investigate security risks and how to prevent or resolve security issues DAR-8.3

4 Recognize and explain compatibility issues and common errors DAR-8.4

5 Assess the risk associated with upgrading technology DAR-8.5

6 Identify preventative maintenance products and techniques DAR-8.6

7 Establish knowledge of computer technology in relationship to networks DAR-8.7