Nebraska CTE

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
Ide ma to		**ompare and contrast methods for storing, organizing, and retrieving lata.** CIS.HS.10.5.A

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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