

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