Nebraska CTE

IT Applications II: Grades 9-12

Organize, aggregate, and manipulate data using advanced word processing features. CIS.HS.11.1	**a** Integrate other program files into word processing documents (insert, embed, and link). CIS.HS.11.1.A
	b Create and format tables using advanced features (formulas, styles). CIS.HS.11.1.B
	c Use advanced merge features to integrate spreadsheet and database information into the word processing document as fields and records. CIS.HS.11.1.C
	d Create and manage styles. CIS.HS.11.1.D
	e Plan, record, run, and edit Macros. CIS.HS.11.1.E
Organize, aggregate, and manipulate data using advanced spreadsheet features. CIS.HS.11.2	**a** Create worksheet structures using formulas and advanced features. (e.g., logical statements, vLookup, financial, statistical functions, and named ranges). CIS.HS.11.2.A
	b Interpret data through statistical analysis (e.g., sorting, filtering, forecasting, and pivot tables). CIS.HS.11.2.B
	c Import, export, and share worksheet data. CIS.HS.11.2.C
	d Customize formatting methods, including conditional formatting and other advanced formatting methods. CIS.HS.11.2.D
Synthesize relational database concepts to design, manage, evaluate, and organize information. CIS.HS.11.3	**a** Design tables specifying properties for data entry and relationships. CIS.HS.11.3.A
	b Construct multi-table queries to retrieve, organize, and aggregate data to draw conclusions. CIS.HS.11.3.B
	c Design forms and subforms for efficient and effective data entry or retrieval. CIS.HS.11.3.C
	d Design reports and subreports utilizing tables, graphs, sparklines, and pivot tables for displaying meaningful data. CIS.HS.11.3.D
	e Analyze relational data using Structure Query Language (SQL). CIS.HS.11.3.E

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Consider the relationship between different programs to utilize data in one program to the next to create new documents. CIS.HS.11.4	**a** Utilize spreadsheets, presentation, and database information in word processing documents. CIS.HS.11.4.A
	b Utilize word processing, presentation, and database information in a spreadsheet. CIS.HS.11.4.B
	c Utilize word processing, spreadsheet, and database information in a presentation. CIS.HS.11.4.C
	d Utilize word processing and spreadsheet information in a database. CIS.HS.11.4.D
Describe the importance of ethical data collection and applicable conclusions. CIS.HS.11.5	**a** Analyze the privacy practices of data collection and use. CIS.HS.11.5.A
	b Analyze the security practices of data collection and use. CIS.HS.11.5.B
Demonstrate critical thinking skills to integrate information technology tools to access, manage, and create new information. CIS.HS.11.6	**a** Gather, evaluate, use, and disseminate information from multiple technology sources. CIS.HS.11.6.A
	b Create purposeful, digitally designed products (e.g., brochure, presentation, website, portfolio). CIS.HS.11.6.B
Identify opportunities in an information technology career field including but not limited to entrepreneurial opportunities, responsibilities, education, and certification. CIS.HS.11.7	**a** Identify information technologies used in various industries. CIS.HS.11.7.A
	b Discuss the impact of technology on all career fields. CIS.HS.11.7.B
	c Identify common tasks in career fields. CIS.HS.11.7.C
	d Discuss career opportunities in information technology career fields. CIS.HS.11.7.D
	e Describe the impact of technological change and the importance of lifelong learning in this career field. CIS.HS.11.7.E
	f Identify the benefits of industry certification and higher education Programs. CIS.HS.11.7.F
	g Identify the necessary skills to succeed in fields using data science. CIS.HS.11.7.G