Information Technology Applications I

Course Description

Students will explore emerging technologies as it applies to their success for high school, college, and career. The focus will be on the importance of digital citizenship, professional communication practices, advanced document processing, professional presentations, and intermediate spreadsheet and database applications used personally and professionally.

Course Code: 270501

Endorsements to teach:

Basic Business and BMIT Endorsements

Programs of Study to which this Course applies:

Business Technology

CIS.HS.4a.1

Model positive digital citizenship by applying industry accepted ethical practices and behaviors.

CIS.HS.4a.1.a	Examine and practice cultural, social, ethical, and legal issues associated with information technology.
CIS.HS.4a.1.b	Formulate a critical stance by questioning the validity, accuracy, and appropriateness of information.
CIS.HS.4a.1.c	Demonstrate a variety of strategies for effective and efficient searches.
CIS.HS.4a.1.d	Evaluate safety and security measures for protecting information and developing digital footprints.

CIS.HS.4a.2

Use document processing applications to prepare business communications.

CIS.HS.4a.2.a	Create, edit, and customize documents using advanced techniques.
CIS.HS.4a.2.b	Prepare and troubleshoot merged documents (e.g., envelopes, mailings, labels).
CIS.HS.4a.2.c	Apply digital design strategies to design professional documents (e.g., graphic design, layout, typography, font face, font style).

CIS.HS.4a.3

Develop and demonstrate effective professional communication skills and practices.

CIS.HS.4a.3.a	Prepare and develop professional presentations that can be used in a current workplace.
CIS.HS.4a.3.b	Compose electronic communication to communicate within a workplace.
CIS.HS.4a.3.c	Customize a presentation using advanced features for a specific audience.

CIS.HS.4a.4

Organize and manipulate data using spreadsheet applications.

CIS.HS.4a.4.a	Enter, modify worksheet data, structure, format data, and problem solve in a worksheet.
CIS.HS.4a.4.b	Sort data, manipulate data using formulas and functions.
CIS.HS.4a.4.c	Create visual representations of data (e.g., charts, pivot tables, sparklines, and conditional formatting)

CIS.HS.4a.5

Identify database management concepts to manage, evaluate, and organize information.

CIS.HS.4a.5.a	Compare and contrast methods for storing, organizing, and retrieving data.
CIS.HS.4a.5.b	Sort data, manipulate data using formulas and functions, and create charts.
CIS.HS.4a.5.c	Create and format a database.
CIS.HS.4a.5.d	Create database objects (e.g., tables, forms, queries).
CIS.HS.4a.5.e	Modify or enter records, create reports, and/or sort data.

CIS.HS.4a.6

Identify and understand career paths in the Communication and Information Systems and Business, Marketing, and Management career fields.

CIS.HS.4a.6.a	Examine resources to develop understanding of careers in the Communications Arts cluster.
CIS.HS.4a.6.b	Examine resources to develop understanding of careers in the Information Technology cluster.
CIS.HS.4a.6.c	Examine resources to develop understanding of careers in the Business, Management, and Administration cluster.
CIS.HS.4a.6.d	Identify the benefits of industry certifications and higher education programs.

CIS.HS.4a.7

Describe emerging and evolving trends in information technology.

CIS.HS.4a.7.a	Investigate emerging trends in technology and their impact on business and industry.
CIS.HS.4a.7.b	Interact with new and emerging technologies.
CIS.HS.4a.7.c	Utilize emerging technologies to create and evaluate forms of communication.

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