

DIGITAL APPLICATIONS AND RESPONSIBILITY

Digital Applications and Responsibility prepares students to use technology in an effective and appropriate manner in school, in a job, or everyday life. Students develop skills related to word processing, spreadsheets, presentations, and communications software. Students learn what it means to be a good digital citizen and how to use technology, including social media, responsibly. Students expand their knowledge of how to use digital devices and software to build decision-making and problem-solving skills. Students should be provided with the opportunity to seek industry-recognized digital literacy certifications.

- DOE Code: 4528
- Recommended Grade Level: Grade 9-12
- Recommended Prerequisite: None
- Credits: 2 semester course, 1 credit per semester, 2 credits maximum
- Counts as a Directed Elective or Elective all diplomas

Dual Credit

This course provides the opportunity for dual credit for students who meet postsecondary requirements for earning dual credit and successfully complete the dual credit requirements of this course.

Career and Technical Student Organizations (CTSOs)

Career and Technical Student Organizations are considered a powerful instructional tool when integrated into Career and Technical Education programs. They enhance the knowledge and skills students learn in a course by allowing a student to participate in a unique program of career and leadership development. Students should be encouraged to participate in Business Professional of America, DECA, or Future Business Leaders of America, the CTSOs for this area.

Content Standards

Domain – Technology as a Planning and Productivity Tool

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

Standards

- DAR-1.1 Apply technology as a means to create business, industry, and professional tasks and develop strategies for solving problems
- DAR-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-1.3 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-1.4 Using appropriate handling and use of supplies and equipment, practice respectful and responsible use of technology through abiding by the professional practices
- DAR-1.5 Apply an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers

Domain – Document Processing

Core Standard 2 Students design documents by using complex features of software to develop advanced documents that are user-friendly.

Standards

- DAR-2.1 Create and manage master documents and subdocuments by using various edit tools, formatting tools, and templates
- DAR-2.2 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-2.3 Explain the use of various document types and how they related to different situations (school, work, home, etc)
- DAR-2.4 Demonstrate saving, opening, and finding files in various formats and the ability to follow instructions

Domain – Spreadsheet Software

Core Standard 3 Students apply concepts of spreadsheet software to organize and manipulate data.

Standards

- DAR-3.1 Use industry terminology when using spreadsheet software
- DAR-3.2 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-3.3 Create and evaluate formulas and functions; customize formats; pivot tables and charts; and edit and run command buttons, macros and macros with buttons
- DAR-3.4 Edit and label chart components (i.e. axis, legends, titles, and databases)
- DAR-3.5 Link and merge worksheets/workbooks; importing and exporting data to and from spreadsheets

Domain – Presentation Software

Core Standard 4 Students create a variety of multi-media presentations using appropriate design principles to communicate in a professional manner.

Standards

- DAR-4.1 Demonstrate how electronic presentations are created
- DAR-4.2 Apply Industry design guidelines to create, manipulate and enhance visual presentations
- DAR-4.3 Demonstrate presentation skills by creating well-organized, audience-appropriate presentations such as informative, entertaining, instructional, while using proper public speaking techniques
- DAR-4.4 Create a stand-alone presentation with video, embedded objects, specialized features, by modifying and designing templates

Domain – Database Software

Core Standard 5 Students synthesize database management concepts to manage, evaluate, and organize information in an effective manner.

Standards

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

- DAR-5.2 Use advanced functions to filter, extract, and split databases and cross reference
- DAR-5.3 Use a database application software to create or modify a database structure, enter records in a database, create reports, sort and index a database

Domain – Internet Tools

Core Standard 6 Students establish communication and collaboration skills using the internet and social media to increase global awareness.

Standards

- DAR-6.1 Construct basic HTML5 coding
- DAR-6.2 Apply and adapt best practices for internet research
- DAR-6.3 Investigate the effects of social media tools on society
- DAR-6.4 Explain concepts of internet privacy and security

Domain – Technology Assessment

Core Standard 7 Students apply technology concepts to take industry standard certifications.

Standards

- DAR-7.1 Investigate industry-based certifications within the information technology industry
- DAR-7.2 Take computer-based narrative tests and computer adaptive timed tests for topic remediation and support

Domain – Functions on Technology

Core Standard 8 Students connect functions of technology with computer hardware and software so they make decisions about computer technology.

Standards

- DAR-8.1 Identify the principle hardware components of a microcomputer and describe their functions
- DAR-8.2 Use operating system utilities to control the operation of the computer
- DAR-8.3 Investigate security risks and how to prevent or resolve security issues
- DAR-8.4 Recognize and explain compatibility issues and common errors
- DAR-8.5 Assess the risk associated with upgrading technology
- DAR-8.6 Identify preventative maintenance products and techniques
- DAR-8.7 Establish knowledge of computer technology in relationship to networks