

GRADE LEVEL: 9-12

SUBJECT: Digital Applications & Responsibility

CONTENT	STANDARD INDICATORS	SKILLS	ASSESSMENT	VOCAB
TECHNOLOGY AS A PLANNING AND PRODUCTIVITY TOOL				
<p>Students integrate technology to arrange materials and solve problems efficiently.</p> <ul style="list-style-type: none"> Technology for business, industry, and professional tasks 	<p>DAR-1.1: Apply technology as a means to create, business, industry, and professional tasks and develop strategies for solving problems.</p>	<ul style="list-style-type: none"> Apply technology as a means to create, business, industry, and professional tasks and develop strategies for solving problems. 	<ul style="list-style-type: none"> Daily Bell Ringer Independent practice while working with Microsoft Word, PowerPoint, and Excel 	<ul style="list-style-type: none"> Business, industry, and professional tasks
<ul style="list-style-type: none"> Present material to different types of audiences both in group or individually 	<p>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.)</p>	<ul style="list-style-type: none"> 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.) 	<ul style="list-style-type: none"> Daily Bell Ringer Presentations on different topics such as hate speech, online cruelty, social media, etc. 	<ul style="list-style-type: none"> Audience types

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<ul style="list-style-type: none"> Information and communication technology Real-world problems 	<p>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.</p>	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Daily Bell Ringer Social Media project, how does social media impact the way individuals communicate with one another 	
<ul style="list-style-type: none"> Respectful and responsible use of technology through professional practices 	<p>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.</p>	<ul style="list-style-type: none"> Using appropriate handling and use of supplies and equipment, practice respectful and responsible use of technology through abiding by the professional practices. 	<ul style="list-style-type: none"> Daily Bell Ringer Class observation of appropriate use of classroom equipment 	
<ul style="list-style-type: none"> Copyright laws of information producers such as authors and artists, including website developers 	<p>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.</p>	<ul style="list-style-type: none"> Apply an understanding of plagiarism and fair use; respect copyright laws of information producers such as authors and artists, including website developers. 	<ul style="list-style-type: none"> Daily Bell Ringer Social Media Project Online Cruelty Assignment- Signs of Bullying Compare & Contrast Fair Use vs Copyright Online Ethics Self-worth/Depiction Online Communities 	<ul style="list-style-type: none"> Social Media Online Cruelty Fair Use vs Copyright Online Ethics Self-worth/Depiction Online Communities

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DOCUMENT PROCESSING				
<p>Students design documents by using complex features of software to develop advanced documents that are user-friendly. Master documents and subdocuments</p>	<p>DAR-2.1: Create and manage master documents and subdocuments by using various edit tools, formatting tools. And templates.</p>	<ul style="list-style-type: none"> • Create and manage master documents and subdocuments by using various edit tools, formatting tools. And templates. 	<ul style="list-style-type: none"> • Daily Bell Ringer <p>Series of assignments on creating different word documents and other Microsoft program documents</p>	<ul style="list-style-type: none"> • Master document • Subdocuments • Edit tools <p>Formatting tools</p>
<ul style="list-style-type: none"> • Features for combo boxes, macros, newsletters with mastheads, multicolumn brochures, multi-page books, forms wizard, composition, table of contents, mail merge 	<p>DAR-2.2: Use advances features to create combo boxes, macros, newsletters with mastheads, multi-column brochures, multi-page books, forms wizard, composition, table of contents, and mail merge.</p>	<ul style="list-style-type: none"> • Use advances features to create combo boxes, macros, newsletters with mastheads, multi-column brochures, multi-page books, forms wizard, composition, table of contents, and mail merge. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Daily Practices • Daily Assignments 	<ul style="list-style-type: none"> • Combo boxes • Macros • Newsletters • Mastheads • Multi-column brochures • Multi-page books • Forms wizard • Composition • Table of contents • Mail merge

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<ul style="list-style-type: none"> Document types and their purpose for different situations in school, work, and home 	<p>DAR-2.3: Explain the use of various document types and how they related to different situations (school, work, home, etc.)</p>	<ul style="list-style-type: none"> Explain the use of various document types and how they related to different situations (school, work, home, etc.) 	<ul style="list-style-type: none"> Daily Bell Ringer Vocabulary Assignment 	<ul style="list-style-type: none"> PDF Jpeg Word file HTML
<ul style="list-style-type: none"> Instructions for saving, opening, and finding files 	<p>DAR-2.4: Demonstrate saving, opening, and finding files in various formats and the ability to follow instructions.</p>	<ul style="list-style-type: none"> Demonstrate saving, opening, and finding files in various formats and the ability to follow instructions. 	<ul style="list-style-type: none"> Daily Bell Ringer 	<ul style="list-style-type: none"> Network drive My documents

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SPREADSHEET SOFTWARE				
Students apply concepts of spreadsheet software to organize and manipulate data. <ul style="list-style-type: none">• Industry terminology• Spreadsheet software	DAR-3.1: Use industry terminology when using spreadsheet software.	<ul style="list-style-type: none">• Apply industry terminology when using spreadsheet software.	<ul style="list-style-type: none">• Daily Bell Ringer• Independent practice while working with Microsoft Excel	<ul style="list-style-type: none">• Active cell• Cell• Cell reference• Formula bar
<ul style="list-style-type: none">• Cell references<ul style="list-style-type: none">– Relative– Absolute– Mixed• Name ranges• Filter• Print	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.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Daily Bell Ringer• Independent practice while working with Microsoft Excel• Daily Assignment applying relative, absolute, and mixed cell references.	<ul style="list-style-type: none">• Relative cell reference• Absolute cell reference• Mixed cell reference• Name ranges• Formulas• Formatting

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<ul style="list-style-type: none"> • Formulas and functions • Customize formats • Pivot tables, charts • Command buttons • Macros and macros with buttons 	<p>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.</p>	<ul style="list-style-type: none"> • Create and evaluate formulas and functions. • Create and evaluate customize formats. • Create and evaluate pivot tables and charts; and edit and run command buttons, macros and macros with buttons. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Excel • Daily Assignment creating and evaluating formulas and functions (i.e., average, interest, etc.) 	<ul style="list-style-type: none"> • Formulas and functions • Customize formats • Pivot tables, charts • Command buttons • Macros and macros with buttons
<ul style="list-style-type: none"> • Chart components <ul style="list-style-type: none"> – Axis – Legends – Titles – Databases 	<p>DAR-3.4: Edit and label chart components (i.e. axis, legends, titles, and databases).</p>	<ul style="list-style-type: none"> • Edit and label chart components (i.e. axis, legends, titles, and databases). 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Excel • Daily Assignment editing chart components (axis, legends, titles, etc.) 	<ul style="list-style-type: none"> • Chart components <ul style="list-style-type: none"> – Axis – Legends – Titles – Databases
<ul style="list-style-type: none"> • Worksheets • Workbooks 	<p>DAR-3.5: Link and merge worksheets/workbooks; importing and exporting data to and from spreadsheets.</p>	<ul style="list-style-type: none"> • Link and merge worksheets/workbooks. • Link and merge importing and exporting data to and from spreadsheets. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Excel • Daily Assignment linking and merging worksheets/workbooks 	<ul style="list-style-type: none"> • Worksheet • Workbook • Importing • Exporting

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PRESENTATION SOFTWARE				
<p>Students create a variety of multimedia presentations using appropriate design principles to communicate in a professional manner.</p> <ul style="list-style-type: none"> • Electronic presentation <ul style="list-style-type: none"> – PowerPoint 	<p>DAR-4.1: Demonstrate how electronic presentations are created.</p>	<ul style="list-style-type: none"> • Demonstrate how electronic presentations are created. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft PowerPoint 	<ul style="list-style-type: none"> • Master document • Edit tools • Formatting tools
<ul style="list-style-type: none"> • Industry design guidelines <ul style="list-style-type: none"> – Color – Line – Shape – Texture – Space – Form – Unity/harmony – Balance 	<p>DAR-4.2: Apply Industry design guidelines to create, manipulate and enhance visual presentations.</p>	<ul style="list-style-type: none"> • Apply Industry design guidelines to create manipulate and enhance visual presentations. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft PowerPoint • Daily Assignment applying industry guidelines (color, line, balance, etc.) to enhance visual presentations 	<ul style="list-style-type: none"> • Color • Line • Shape • Texture • Space • Form • Unity/harmony • Balance

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<ul style="list-style-type: none"> • Informative • Entertaining • Instructional • Public speaking 	<p>DAR-4.3: Demonstrate presentation skills by creating well organized, audience appropriate presentations such as informative, entertaining, instructional, while using proper public speaking techniques.</p>	<ul style="list-style-type: none"> • Demonstrate presentation skills by creating well organized, audience appropriate presentations such as informative, while using proper public speaking techniques. • Demonstrate presentation skills by creating well organized, audience appropriate presentations such as entertaining, while using proper public speaking techniques. • Demonstrate presentation skills by creating well organized, audience appropriate presentations such as instructional, while using proper public speaking techniques. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft PowerPoint • Daily Assignments creating well organized presentations in the following areas (informative, entertaining, instructional) 	<ul style="list-style-type: none"> • Informative • Entertaining • Instructional • Public speaking

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<ul style="list-style-type: none"> • Video • Embedded objects • Design templates 	<p>DAR-4.4: Create a standalone presentation with video, embedded objects, specialized features, by modifying and designing templates.</p>	<ul style="list-style-type: none"> • Create a standalone presentation with video, embedded objects, specialized features, by modifying and designing templates. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft PowerPoint • Daily Assignment embedding videos, objects within design templates 	<ul style="list-style-type: none"> • Embedded objects • Design templates

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DATABASE SOFTWARE				
<p>Students synthesize database management concepts to manage, evaluate, and organize information in an effective manner.</p> <ul style="list-style-type: none"> • Database objects <ul style="list-style-type: none"> – Tables – Forms – Queries 	<p>DAR-5.1: Create database objects such as tables, forms and queries.</p>	<ul style="list-style-type: none"> • Create database objects such as tables. • Create database objects such as forms. • Create database objects such as queries. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Access • Daily Assignment creating database objects such as tables, forms, queries 	<ul style="list-style-type: none"> • Tables • Forms • Queries
<ul style="list-style-type: none"> • Advanced functions <ul style="list-style-type: none"> – Filter – Extract – Mixed • Name ranges • Filter • Print 	<p>DAR-5.2: Use advanced functions to filter, extract, and split databases and cross reference.</p>	<ul style="list-style-type: none"> • Use advanced functions to filter, extract, and split databases and cross reference 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Access • Daily Assignment using advanced functions to filter, extract, and split databases 	<ul style="list-style-type: none"> • Relative cell reference • Absolute cell reference • Mixed cell reference • Name ranges • Formulas • Formatting

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<ul style="list-style-type: none"> • Formulas and functions • Customize formats • Pivot tables, charts • Command buttons • Macros and macros with buttons 	<p>DAR-5.3: Create and evaluate formulas and functions; customize formats; pivot tables and charts; and edit and run command buttons, macros and macros with buttons.</p>	<ul style="list-style-type: none"> • Create and evaluate formulas and functions • Create and evaluate customize formats • Create and evaluate pivot tables and charts; and edit and run command buttons, macros and macros with buttons 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Access • Daily Assignment creating and evaluating custom formats and functions within an access table, form, query 	<ul style="list-style-type: none"> • Formulas and functions • Customize formats • Pivot tables, charts • Command buttons • Macros and macros with buttons

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INTERNET TOOLS				
<p>Students establish communication and collaboration skills using the internet and social media to increase global awareness.</p> <ul style="list-style-type: none"> • HTML coding basics tags <ul style="list-style-type: none"> - Paragraphs - Break - Title - Headings - Body 	<p>DAR-6.1: Construct basic HTML5 coding.</p>	<ul style="list-style-type: none"> • Construct basic HTML5 coding. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Independent practice while working with Microsoft Excel • Daily Assignment writing out basic HTML codes. 	<ul style="list-style-type: none"> • Html coding basics <ul style="list-style-type: none"> - Paragraphs - Break - Title - Headings - Body
<ul style="list-style-type: none"> • Internet research • Best practices <ul style="list-style-type: none"> - Credible - Accuracy - Point of view - Presentation - Navigation - Design 	<p>DAR-6.2: Apply and adapt best practices for internet research.</p>	<ul style="list-style-type: none"> • Apply best practices for internet research. • Adapt best practices for internet research. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Daily Assignment researching a particular topic in current events applying best practices for internet research 	<ul style="list-style-type: none"> • Best practices <ul style="list-style-type: none"> - Credible - Accuracy - Point of view - Presentation - Navigation - Design

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<ul style="list-style-type: none"> • Social media <ul style="list-style-type: none"> – Facebook – Instagram – Twitter – Snapchat 	<p>DAR-6.3: Investigate the effects of social media tools on society.</p>	<ul style="list-style-type: none"> • Investigate the effects of social media tools on society. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Daily Assignment investigating how social media has influenced the way society exchanges information. 	<ul style="list-style-type: none"> • Social media <ul style="list-style-type: none"> – Facebook – Instagram – Twitter – Snapchat
<ul style="list-style-type: none"> • Internet privacy <ul style="list-style-type: none"> – Phishing – Pharming – Spyware – Malware • Security 	<p>DAR-6.4: Explain concepts of internet privacy and security.</p>	<ul style="list-style-type: none"> • Explain concepts of internet privacy and security. 	<ul style="list-style-type: none"> • Daily Bell Ringer • Presentation on do's and don'ts of internet privacy and security 	<ul style="list-style-type: none"> • Internet privacy <ul style="list-style-type: none"> – Phishing – Pharming – Spyware – Malware • Security

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TECHNOLOGY ASSESSMENT				
Students apply technology concepts to take industry standard certifications. <ul style="list-style-type: none"> • Certifications • Information technology industry 	DAR-7.1: Investigate industry based certifications within the information technology industry.	<ul style="list-style-type: none"> • Investigate industry based certifications within the information technology industry 	<ul style="list-style-type: none"> • Independent research investigating current IT certifications 	<ul style="list-style-type: none"> • Certification • Information technology
<ul style="list-style-type: none"> • Narrative tests 	DAR-7.2: Take computer based narrative tests and computer adaptive timed tests for topic remediation and support.	<ul style="list-style-type: none"> • Take computer based narrative tests and computer adaptive timed tests for topic remediation and support. 	<ul style="list-style-type: none"> • Independent computer based tests using Canvas 	

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FUNCTIONS ON TECHNOLOGY				
Students connect functions of technology with computer hardware and software so they make decisions about computer technology. <ul style="list-style-type: none">• Hardware Components	DAR-8.1: Identify the principle hardware components of a microcomputer and describe their functions.	<ul style="list-style-type: none">• Identify the principle hardware components of a microcomputer.• Describe their functions.	<ul style="list-style-type: none">• Daily Bell Ringer• Matching assignment identifying the principle hardware components of a microcomputer and their functions	<ul style="list-style-type: none">• Central processing unit• Input devices• Output devices• Memory• Microcomputer
<ul style="list-style-type: none">• Operating System	DAR-8.2: Use operating system utilities to control the operation of the computer.	<ul style="list-style-type: none">• Use operating system utilities to control the operation of the computer.	<ul style="list-style-type: none">• Daily Bell Ringer• Independent practice while working with Microsoft Office applications to complete a topic specific assignment	

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<ul style="list-style-type: none"> • Security Risks 	<p>DAR-8.3: Investigate security risks and how to prevent or resolve security issues.</p>	<ul style="list-style-type: none"> • Investigate security risks and how to prevent or resolve security issues. 	<ul style="list-style-type: none"> • Independent research investigating current risks to computer software 	<ul style="list-style-type: none"> • Security
<ul style="list-style-type: none"> • Compatibility issues <ul style="list-style-type: none"> – Motherboard Issues – Hardware Issues – Virus • Common Errors 	<p>DAR-8.4: Recognize and explain compatibility issues and common errors.</p>	<ul style="list-style-type: none"> • Recognize compatibility issues and common errors. • Explain compatibility issues and common errors. 	<ul style="list-style-type: none"> • Independent computer based tests using Canvas 	<ul style="list-style-type: none"> •Compatibility issues <ul style="list-style-type: none"> – Motherboard issues – Hardware issues – Virus
<ul style="list-style-type: none"> • Technology 	<p>DAR-8.5: Assess the risk associated with upgrading technology.</p>	<ul style="list-style-type: none"> • Assess the risk associated with upgrading technology. 	<ul style="list-style-type: none"> • Research risks associated with upgrading technology (older version of software to newest) <ul style="list-style-type: none"> – IOS vs Android 	

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<ul style="list-style-type: none"> • Preventative Maintenance • Products • Techniques 	<p>DAR-8.6: Identify preventative maintenance products and techniques.</p>	<ul style="list-style-type: none"> • Identify preventative maintenance products and techniques. 	<ul style="list-style-type: none"> • Internet assignment comparing owner's manual for different computer types to compare preventative maintenance techniques 	<ul style="list-style-type: none"> • Preventative maintenance • Products • Techniques
<ul style="list-style-type: none"> • Computer Technology • Networks 	<p>DAR-8.7: Establish knowledge of computer technology in relationship to networks.</p>	<ul style="list-style-type: none"> • Establish knowledge of computer technology in relationship to networks. 	<ul style="list-style-type: none"> • Collage on the relationship between computer technology and networks. 	<ul style="list-style-type: none"> • Computer technology • Networks