Federal Way Public Schools

CTE IT Academy 1

PS 1 **Computer Fundamentals**: Apply, analyze, and evaluate proper file management techniques, computer fundamentals, and digital literacy.

PS 2 **Core Word Processing:** Create, format, edit, save, and print basic letters and memos to meet industry standards.

PS 3 **Core Word Processing:** Create, format, edit, save, and print tables, reports, and mail merge to meet industry standards.

PS 4 **Core Spreadsheets:** Demonstrate basic spreadsheet skills by creating, modifying, formatting, and printing worksheets that meet industry standards.

PS 5 **Core Spreadsheets:** Demonstrate spreadsheet skills by creating, modifying, formatting, and printing charts, graphics, and workbooks that meet industry standards.

PS 6 **Presentations:** Plan, design, create, customize, and modify electronic presentations that meet industry standards.

PS 7 **Employability:** Identify and understand employability skills and workplace readiness skills as required by employers.

PS 8 **Database:** Plan, design, and create and modify databases using problem solving and reasoning skills.

PS 9 9-10.RST.4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–10 texts and topics.

PS 10 9-10.RST.7 Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words.

PS 11 9-10.WHST.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

PS 12 9-10.WHST.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation