

CTE Digital Communication Tools

1st Semester

- PS 1 **Internet Basics:** Identify and apply digital citizenship/literacy.
- PS 2 **Computer Fundamentals:** Explain and apply proper file management technique and computer fundamentals. (keyboarding, file management, safety)
- PS 3 **Basic Word Processing:** Interpret and demonstrate various basic business documents through the use of software skills to meet industry standards.
- PS 4 **Word Processing:** Interpret and demonstrate various documents through the use of software skills to meet industry standards.
- PS 5 **Presentations:** Design, create, and deliver basic presentations through the use of software skills to meet industry standards.
- PS 6 **Technology:** Explain and apply the understanding of a variety of software and hardware tools through the creation of documents that meet industry standards. (scanner, sound, digital photo/video downloads)
- PS 7 **Career Awareness:** Investigate and demonstrate knowledge of various business career opportunities.
- PS 8 **Employability:** Identify and understand employability skills and workplace readiness skills as required by employers.
- 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

2nd Semester

- PS 1 **Computer Fundamentals:** Apply, analyze, and evaluate proper file management technique and computer fundamentals.
- PS 2 **Word Processing:** Create, analyze, and evaluate advanced business documents to meet industry standards.
- PS 3 **Presentation:** Design, create, and demonstrate advanced presentations through the use of software skills to meet industry standards.
- PS 4 **Spreadsheet:** Create, analyze, and evaluate spreadsheets and graphs to meet industry standards.
- PS 5 **Database:** Create, edit, sort, analyze, and evaluate databases.
- PS 6 **Additional Technology:** Demonstrate and apply the understanding of a variety of software and hardware tools through the creation of advanced documents that meet industry standards.
- PS 7 **Career Awareness:** Determine occupations of interest and design a career path.
- PS 8 **Employability:** Understand and apply employability skills and workplace readiness skills as required by

employers.

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