



CTE IT Academy 2-1

- PS 1 **Computer Fundamentals:** Apply, analyze, and evaluate proper file management techniques and computer fundamentals.
- PS 2 **Expert Word Processing:** Create, analyze, and evaluate advanced business documents, as well as apply writing strategies to meet industry standards.
- PS 3 **Expert Spreadsheets:** Demonstrate advanced spreadsheet skills by creating, modifying, formatting, and printing worksheets and charts that meet industry standards.
- PS 4 **Database:** Plan, design, create, and modify databases using problem-solving and reasoning skills to meet industry standards.
- PS 5 **Career Awareness:** Investigate and demonstrate knowledge of various business career opportunities.
- PS 6 **Employability:** Identify and understand employability skills and workplace readiness skills as required by employers.
- PS 7 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 8 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 9 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 10 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