

## Tech Tools Standards / Curriculum

State PTE Code	PTE Topic	Knowledge and Skill	Skill Elements	MTCHS Competency	Competency Assessment	Unit/Activity
ITC04.04	Information Technolgy Applications	Use writing/publishing applications.	<i>Create a document (e.g. Memo / Letter)</i>	Students can write a News Press Release properly formatted, using name and save functions.	Completion of TT1/TT5 Activity "Write a Press Release"	MS Word
			<i>Formating Text using basic functions</i>	Students can write a News Press Release properly formatted	Completion of TT1/TT5 Activity "Write a Press Release"	MS Word
ITC04.04	Information Technolgy Applications	Use writing/publishing applications.	<i>Use advanced formatting(Headers and Footers)</i>	Students can write a Business Memo properly formatted	Completion of TT2/TT11 Activity "Write a Business Memo"	MS Word
			<i>Employ word processing utility tools (e.g., spell checker, grammar checker, thesaurus).</i>	Students can write a Business Memo properly formatted	Completion of TT2/TT11 Activity "Write a Business Memo"	MS Word
ITC04.04	Information Technolgy Applications	Use writing/publishing applications.	<i>Create new word processing forms, style sheets, and templates.</i>	Students create a Liability Form for a business, using name and save functions.	Completion of TT3 Activity "Create a release of Liability Form"	MS Word
			<i>Safeguard documents using name and save functions.</i>	Students create a Liability Form for a business	Completion of TT3 Activity "Create a release of Liability Form"	MS Word
ITC04.06	Information Technolgy Applications	Use Spreadsheet Applications	<i>Create, Print, and Save spreadsheets.</i>	Students create Spreadsheet Data List	Completion of TT4 Activity "Create a Spreadsheet Data List"	MS Excel
ITC04.05	Information Technolgy Applications	Use Presentation Applications	<i>Create computer presentation in accordance with basic principles of graphics design.</i>	Students create a welcome presentation	Completion of TT6/TT18 Activity "Welcome Presentation"	MS Power Point
			<i>Insert graphic elements (e.g., graph, clip art, table) in a slide.</i>	Students create a welcome presentation	Completion of TT6/TT18 Activity "Welcome Presentation"	MS Power Point
			<i>Retrieve existing spreadsheets.</i>	Students create a welcome presentation	Completion of TT18 Activity "Create a Financial Presentation"	MS Power Point
			<i>Run slide shows manually and automatically.</i>	Students create a welcome presentation	Completion of TT6 Activity "Welcome Presentation"	MS Power Point

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ITC04.06 ITC01.03	Information Technolgy Applications	Use Spreadsheet Applications	<i>Create charts and graphs from spreadsheets &amp; Edit Spreadsheets.</i>	Students create Spreadsheet Data List	Completion of TT7 Activity "Create a Spreadsheet & Graph"	MS Excel
ITC04.04	Information Technolgy Applications	Use writing/publishing applications.	<i>Place graphics in document.</i>	Students create a business News Bulletin	Completion of TT8 Activity "Write a News Bulletin "	MS Word
ITC04.05	Information Technolgy Applications	Use Presentation Applications	<i>Insert graphic Smart Art, graphics in a slide. Edit Presentation</i>	Students create an Informational Presentation	Completion of TT9/TT13 Activity "Informational Presentation"	MS Power Point
			<i>Print a single slide, an entire presentation, an outline, and notes.</i>	Students create an Informational Presentation	Completion of TT9/TT13 Activity "Informational Presentation"	MS Power Point
ITC04.06 ITC01.03	Information Technolgy Applications	Use Spreadsheet Applications	<i>Perform calculations using simple formulas.</i>	Students create a calculating spreadsheet	Completion of TT10/TT12 Activity "Create a Calculating Spreadsheet"	MS Excel
			<i>Create charts and graphs from spreadsheets &amp; Best Fit Line</i>	Students create a calculating spreadsheet	Completion of TT10/TT12 Activity "Create a Calculating Spreadsheet"	MS Excel
ITC01.02		Mathematics	<i>Construct charts/tables/graphs from functions and data.</i>	Students create a calculating spreadsheet	Completion of TT10/TT12 Activity "Create a Calculating Spreadsheet"	MS Excel
		Mathematics	<i>Apply basic arithmetic (addition, subtraction, multiplication, and division) operations.</i>	Students create a calculating spreadsheet	Completion of TT10/TT12 Activity "Create a Calculating Spreadsheet"	MS Excel
ITC04.06 ITC01.02	Academic Foundations	Use Spreadsheet Applications	<i>Input/process data using spreadsheet functions.</i>	Students create a Payroll spreadsheet	Completion of TT15/TT30 Activity "Create a Pay-Check calculator"	MS Excel
ITC04.04	Information Technolgy Applications	Use Publishing Applications	<i>Enhance publications using different fonts, styles, attributes, justification, etc.</i>	Students create a Corporate Newsletter	Completion of TT16 Activity "Write a Corporation Newsletter"	MS Publisher
ITC04.04	Information Technolgy Applications	Use writing/publishing applications.	<i>Employ word processing utility tools (e.g., Research &amp; Citation).</i>	Students create a Journal Article	Completion of TT17 Activity "Create a Citation Article with References "	MS Word

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ITC04.06 ITC01.03	Information Technology Applications	Use Spreadsheet Applications	<i>Perform calculations and analysis on data.</i>	Students create a spreadsheet database	Completion of TT19 Activity "Create a Stellar Spreadsheet Database"	MS Excel
ITC04.04 ITC01.03	Information Technology Applications	Use writing/publishing applications.	<i>Prepare reports and other business communications, integrating graphics and other non-text elements.</i>	Students create a Lab Report	Completion of TT20 Activity "Create an Official Lab Report "	MS Word
ITC04.04	Information Technology Applications	Use Publishing Applications	<i>Prepare publications using desktop publishing software. Format new desktop publishing files.</i>  <i>Output desktop publishing files.</i>	Students create a Corporate Newsletter  Students create a Corporate Newsletter	Completion of TT21 Activity "Write a Corporation Newsletter #2 "  Completion of TT21 Activity "Write a Corporation Newsletter #2"	MS Publisher  MS Publisher