

Professional Technical Studies: Business, Management, & Administration Cluster
Administration & Information Support Pathway

Strand:

PT-AIS1

Information Processing

Students use information technology to input, analyze, organize, and share information.

Standard:

PT-AIS1a: The student will use word-processing software to produce documents so as to:

Components:

PT-AIS1a.1: use software techniques to insert a graphic in a document;
PT-AIS1a.2: use software commands to design a table;
PT-AIS1a.3: use computer software to design forms;
PT-AIS1a.4: apply computer skills to complete preprinted forms;
PT-AIS1a.5: use a scanner to scan data and insert data into a document electronically; and
PT-AIS1a.6: use software commands to merge text.

Standard:

PT-AIS1b: The student will prepare documents for presentation so as to:

Components:

PT-AIS1b.1: use traditional notation to proofread and edit documents;
PT-AIS1b.2: use resource materials to prepare documents; and
PT-AIS1b.3: secure document notarization.

Standard:

PT-AIS1c: The student will use database software to produce documents so as to:

Components:

PT-AIS1c.1: use database software to create databases;
PT-AIS1c.2: use data-entry techniques to enter information in databases; and
PT-AIS1c.3: use appropriate commands to retrieve data and create reports from database.

Standard:

PT-AIS1d: The student will use spreadsheet software to produce documents so as to:

Components:

PT-AIS1d.1: use spreadsheet software to create spreadsheets;
PT-AIS1d.2: enter appropriate formulas and functions in a document; and
PT-AIS1d.3: create components to analyze spreadsheet data.

Standard:

PT-AIS1e: The student will choose appropriate software to enter information so as to:

Components:

PT-AIS1e.1: analyze, compare, and contrast available software packages to use;
PT-AIS1e.2: use appropriate software to generate information reports; and
PT-AIS1e.3: review software packages to select the best choice.

Strand:

PT-AIS2

Management of Records and Files

Students use information technology to archive information.

Standard:

PT-AIS2a: The student will establish and follow procedures for electronic filing for a variety of file types so as to:

Components:

PT-AIS2a.1: establish document priorities to interpret file hierarchy;

- PT-AIS2a.2:** employ computer skills to manage electronic files; and
- PT-AIS2a.3:** retain, transfer, and discard files as necessary to manage records.

Strand:

PT-AIS3

Organizational Skills

Students use systematic planning to complete tasks.

Standard:

- PT-AIS3a:** The student will apply planning and time-management principles to accomplish workplace efficiency and achieve company objectives so as to:

Components:

- PT-AIS3a.1:** list appointments and itineraries to maintain calendars;
- PT-AIS3a.2:** set priorities and schedule work to organize workload; and
- PT-AIS3a.3:** exercise good housekeeping to maintain a clean and functional work environment.

Standard:

- PT-AIS3b:** The student will plan and participate in meetings so as to:

Components:

- PT-AIS3b.1:** assemble materials to prepare for meetings; and
- PT-AIS3b.2:** take notes and handle materials to support a meeting.

Standard:

- PT-AIS3c:** The student will prepare an inventory and maintenance schedule to maintain and manage a variety of data systems so as to:

Components:

- PT-AIS3c.1:** determine equipment, supplies, and training needed to maintain data systems; and
- PT-AIS3c.2:** define equipment, supply, and training maintenance schedule.

Strand:

PT-AIS4

Communication Skills

Students use information technology to express and interpret information.

Standard:

- PT-AIS4a:** The student will select appropriate formats to prepare internal and external written documents so as to:

Components:

- PT-AIS4a.1:** select format and procedure to produce memoranda appropriate for a given purpose;
- PT-AIS4a.2:** select document type and layout to produce business letters; and
- PT-AIS4a.3:** select appropriate writing method to produce a variety of reports.

Standard:

- PT-AIS4b:** The student will compose and prepare written communications to convey technical concepts and company information so as to:

Components:

- PT-AIS4b.1:** use writing and organizational skills to construct reports, graphs, and tables;
- PT-AIS4b.2:** use technology to design and develop multimedia materials; and
- PT-AIS4b.3:** use description of audience and purpose to prepare written documents.

Strand:

PT-AIS5

Financial Skills

Students use information technology to input, manipulate, communicate, and archive financial information.

Standard:

- PT-AIS5a:** The student will maintain records and reports to manage cash and banking procedures so as to:

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(BMA): Administration & Information Support Pathway

Components:	PT-AIS5a.1: record transactions to manage cash-fund accounts;
	PT-AIS5a.2: tally receipts and proof work to prepare bank deposits; and
	PT-AIS5a.3: practice good bookkeeping guidelines to reconcile bank statements.
Standard:	PT-AIS5b: The student will apply computational skills to computerized financial documents so as to:
Component:	PT-AIS5b.1: operate appropriate financial software to generate usable data.