

DISTRICT NAME:

## CTE Course Description and Standards Crosswalk

Course Information	
Course Name	Computer Applications 4
Course Number	BB780
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Business Management
Date of district Course Revision	11-2014
Career & Technical Student Organization (CTSO)	
CTSO embedded in this sequence	Business Professionals of America
Occupational Standards	
Source of Occupational Standards	Microsoft Office Specialist (MOS)
Names/Numbers of Occupational Standards	Microsoft Office Specialist (MOS) –[E]
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	<p>Computer Applications 4 gives students projects performing advanced integration using all Microsoft Office software skills (Word, Excel, PowerPoint, and Access). Students will be prepared for Microsoft Office User exams if student is interested. Testing centers are at various sites throughout the state of Alaska.</p> <p>Project-based training and testing for (Microsoft Office Specialist (MOS) 2013 certification provides industry-leading assessments of skills and knowledge, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office.</p>
Instructional Topic Headings (please separate each heading by a semi-colon)	<p>MS Word Skill Pre-assessment; MS Word Reinforcement; MS Word Project; MS Word Post Assessment; MS Excel Skill Pre-assessment; MS Excel Reinforcement; MS Excel Project; MS Excel Post Assessment;</p> <p>MS PowerPoint Skill Pre-assessment; MS PowerPoint Reinforcement; MS PowerPoint Project; MS PowerPoint Post Assessment; MS Access Skill Pre-assessment; MS Access Reinforcement; MS Access Project; MS Access Post Assessment</p>
Summative Assessments and Standards	

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Technical Skills Assessment (TSA)	Y
Course addresses:	
New Alaska ELA and Math Standards	Y
Alaska Cultural Standards	Y
All Aspects of Industry (AAI)	Y
Core Technical Standards	Y
Employability Standards	Y
<b>Employability Standards</b>	
Source of Employability Standards	State of Alaska
<b>Tech Prep</b>	
Current Tech Prep Articulation Agreement? (Y/N)	N
Date of Current Agreement	
Postsecondary Institution Name	
Postsecondary Course Name	
Postsecondary Course Number	
# of Postsecondary Credits	

**Additional CTE Course Information**

<b>Author</b>	
Course developed by	KPBSD: Lisa Thomas
Course adapted from	Previous Version
Date of previous course revision	11-2010
<b>Course Delivery Model</b>	
Is the course brokered through another institution or agency? (Y/N)	No

<b>Standards Alignment</b>	
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DISTRICT NAME:

<b>Student Performance Standards</b> <b>(Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standard</b>	<b>Common Technical Core Standards</b>	<b>New Alaska ENG/LA Standards</b>	<b>New Alaska Math Standards</b>	<b>Alaska Cultural Standards</b>	<b>Employability/ Career Readiness Standards</b>	<b>All Aspects of Industry/ Systems</b>	<b>Assessment</b>
<b>MS Office Word 2013 Skills Measured:</b> <ul style="list-style-type: none"> <li>The student will be able to....</li> </ul>								PBA and/ MOUS
1. Create, navigate, format, customize options and views for documents, and configure documents to print and save..	MOS 418	IT.1 IT-PRG.2 T-PRG.4,	R3 9-12		D.4	A.1	PT.5 TP.7	
2. Format text, paragraphs, and sections. <ol style="list-style-type: none"> <li>Insert text and paragraphs</li> <li>Order and group text and paragraphs.</li> <li>Prevent paragraph orphans.</li> </ol>	MOS 418	IT-PRG.2 IT-PRG.4	R3 9-12			A.1	PT.5 TP.7	
3. Create and modify tables and lists.	MOS 418	IT.1 IT-PRG.2, IT-PRG.4	R3 9-12, W6 9-12		D.4	A.1	PT.5 TP.7	
4. Apply references. <ol style="list-style-type: none"> <li>Create endnotes, footnotes, and citations.</li> <li>Create captions.</li> </ol>	MOS 418	IT.1 IT-PRG.2, IT-PRG.4	W7 9-12			A.1	PT.5 TP.7	
5. Insert and format objects. <ol style="list-style-type: none"> <li>Insert and format building blocks.</li> <li>Insert and format shapes and SmartArt.</li> </ol>	MOS 418	IT.1 IT-PRG.2				A.1	PT.5 TP.7	

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c. Insert and format images.		IT-PRG.4						
<b>MS Office Excel 2013 Skills Measured:</b> <ul style="list-style-type: none"> <li>• The student will be able to....</li> </ul>								PBA and/ MOUS
1. Create and manage worksheets and workbooks. <ul style="list-style-type: none"> <li>a. Create worksheets and workbooks</li> <li>b. Navigate through worksheets and workbooks.</li> <li>c. Format worksheets and workbooks.</li> <li>d. Customize options and views for worksheets and workbooks.</li> <li>e. Configure worksheets and workbooks to print or save.</li> </ul>	MOS 420	IT.1 IT-PRG.2, IT-PRG.4	R3 9-12, W6 9-12		D.4	A.1	PT.5 TP.7	
2. Create cells and ranges <ul style="list-style-type: none"> <li>a. Insert data in cells and ranges.</li> <li>b. Format cells and ranges.</li> <li>c. Order and group cells and ranges.</li> </ul>	MOS 420	IT-PRG.2, IT-PRG.4	W6 9-12	N.Q.1 N.Q.3		A.1	PT.5 TP.7	
3. Create, modify, filter and sort a table.	MOS 420	IT-PRG.2, IT-PRG.4			D.4	A.1	PT.5 TP.7	
4. Apply formulas and functions. <ul style="list-style-type: none"> <li>a. Utilize cell ranges and references in formulas and functions.</li> <li>b. Summarize data with functions</li> <li>c. Utilize conditional logic in</li> </ul>	MOS 420	IT-PRG.2, IT-PRG.4	R3 9-12	N-VM.6 N-VM.7	D.4	A.1	PT.5 TP.7	

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Form #05-13-028

Alaska Department of Education and Early Development

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functions. d. Format and modify text with functions.				N-VM.8 A-CED.1 S-ID.6				
5. Create charts and objects. a. Create and format a chart. b. Insert and format an object. c. Insert and format text boxes, SmartArt, images, borders, styles and effects to objects, modify properties and positioning.	MOS 420	IT.1 IT-PRG.2, IT-PRG.4	R3 9-12, W6 9-12		D.4	A.1	PT.5 TP.7	
<b>MS Office PowerPoint 2013 Skills Measured:</b> The student will be able to....								PBA and/ MOUS
1. Create and Manage presentations a. Create a presentation. b. Format a presentation c. Customize a presentation d. Configure a presentation to print and save. e. Configure and present slide shows.	MOS 422	IT.1 IT-PRG.2, IT-PRG.4	R3 9-12, W6 9-12 W4 9-12		D.4	A.1	PT.5 TP.7	
2. Insert and format shapes and slides a. Order and group shapes and slides.		IT-PRG.2,				A.1	PT.5	

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		IT-PRG.4					TP.7	
3. Create slide content a. Insert and format text, tables, charts, images, SmartArt and media.		IT-PRG.2, IT-PRG.4	W6 9-12			A.1	PT.5 TP.7	
4. Apply transitions and animations. a. Apply transitions between slides. b. Animate slide content. c. Set timing for transitions and animations.		IT-PRG.2, IT-PRG.4				A.1	PT.5 TP.7	
5. Manage multiple presentations. a. Merge content for multiple presentations b. Track changes and resolve differences. c. Protect and share presentations.		IT.1 IT-PRG.2, IT-PRG.4	W6 9-12		D.4	A.1	PT.5 TP.7	
<b>MS Office Access 2013 Skills Measured:</b> The student will be able to....								PBA and/ MOUS
1. Create and manage a database. a. Create a new database. b. Manage relationships and keys.		IT.1 IT-PRG.2	R3 9-12	N-VM.6 N-VM.7	D.4	A.1	PT.5 TP.7	

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c. Navigate through a database. Print and export a database.		IT-PRG.10		N-VM.8				
2. Build Tables. a. Create a table b. Format a table c. Manage records d. Create and modify fields		IT-PRG.2 IT-PRG.10				A.1	PT.5 TP.7	
3. Create and Modify Queries. a. Utilize calculated fields and grouping within a query. b.		IT-PRG.2 IT-PRG.10			D.4	A.1	PT.5 TP.7	
4. Create reports. a. Set report controls. b. Format a report.		IT.1 IT-PRG.2 IT-PRG.10	R3 9-12, W6 9-12		D.4	A.1	PT.5 TP.7	

### Instructional Resources

**List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)**

<http://www.certiport.com>

Computer Concepts & Microsoft® Office 2013, Paradigm Publishing (St. Paul, Minnesota) 2014. Website: [www.emcp.com](http://www.emcp.com)

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<https://www.microsoft.com/learning/en-us/default.aspx>

Business Professionals Of America Competitive Events <http://www.bpa.org/events/wasp.html>

Core Knowledge and Skills: Academic and Employability [www.msscusa.org](http://www.msscusa.org)

Alaska Reading, Writing and Math Standards <http://www.eed.state.ak.us/tls/PerformanceStandards/>

Alaska Content Standards <http://www.eed.state.ak.us/contentstandards/home.html>

Alaska Employability Standards [http://www.eed.state.ak.us/qschools/Employability\\_Standards.html](http://www.eed.state.ak.us/qschools/Employability_Standards.html)

Cultural Standards for Students <http://www.ankn.uaf.edu/stustan.html>

All Aspects of Industry [http://www.lx.org/iwe/Resources/All\\_Aspects.doc](http://www.lx.org/iwe/Resources/All_Aspects.doc)