

CTE Course Description and Standards Crosswalk

- The information on page 1 must be entered directly into the EED CTE Web Portal (log in at <https://www.eed.state.ak.us/tls/cte/perkins> with your district credentials)
- Then this entire form can be submitted by using the “Click here Provide Supporting Documentation” link on the Web Portal, or by emailing it to ctegrants@alaska.gov.

Basic CTE Course Information

Course Information	
Course Name	Computer Applications 1
Course Number	BB765
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS name put into the system.)	Business Management Arts, A/V Technology & Communications
Occupational Standards	
Source of Occupational Standards	National Business Education Association 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)	Exposes students to the appropriate behaviors and safety in using the internet. Students are introduced to computer hardware and uses of various software programs. Students will learn basic to advanced word processing and uses of the Internet, and be able to integrate skills in all academic subject areas. Students will begin preparation for possible Microsoft Word certifications.
Instructional Topic Headings (please separate each heading by a semi-colon)	Internet Safety, Computer hardware/software overview, Beginning to advanced word processing, Introduction to Google Drive. Introduction to various presentation software.
Summative Assessments and Standards	
Technical Skills Assessment	Y
Course addresses Alaska GLEs	Y
Course addresses Employability Standards	Y
Course addresses Cultural Standards	Y
Course addresses All Aspects of Industry (AAI)	Y
Career & Technical Student Organization (CTSO)	
CTSO associated with this course	BPA
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	N
Date of Current Agreement	

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Postsecondary Institution Name	
Postsecondary Course Name	
Postsecondary Course Number	
# of Postsecondary Credits	

Additional CTE Course Information

Author	
Course developed by	Donna Bartman and Darren Jones
Course adapted from	Previous version
Date of last course revision	November 2010
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No
Certificate, Credential, or License	
Industry-recognized skill certificate, credential, or state license that a student is eligible for upon successful completion of the course?	Word 2010 Expert-Microsoft Office Specialist (MOS) – [E]
Issuing body/organization/agency	Microsoft Corporation

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Alaska Reading, Writing, Math, & Science Standards	Alaska Employability Standards	Alaska Cultural Standards	All Aspects of Industry	Formative Assessment
1. Demonstrate paragraph formatting and the use of tabs and margins.	NBEA ISS.7	W4.3	A2	B4	Technical	Lab
2. Demonstrate an ability to move, copy, and revise text.	NBEA ISS.7		A2	B4	Technical	Observation
3. Demonstrate an ability to print and use proper formatting skills.	NBEA ISS.7	W4.3	A2	B4	Technical	Observation
4. Create tables and columns, and demonstrate ability to use presentation software	NBEA ISS.7		A2	B4	Technical	Lab
5. Correctly use styles, templates, and mail merges.	NBEA ISS.8		A2	B4	Technical	Lab
6. Properly use graphic software.	NBEA ISS.8		A2	B4	Technical	Lab
7. Understand ethical considerations of computing.	NBEA XVI		A1	B4		
8. Use peripherals, cameras, scanners, printers, and multi-media projectors.	NBE AISS.1		A2	B4	Technical	Demonstration
9. Understand basic hardware and software function/options.	NBE AISS.1		B4	B4	Technology production skills, Principles of Technology	Lab
10. Understand web-based collaborative software	NBEA ISS.8		B5	B4	Principles of	Demonstration

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Alaska Reading, Writing, Math, & Science Standards	Alaska Employability Standards	Alaska Cultural Standards	All Aspects of Industry	Formative Assessment
					Technology,	

Instructional Resources

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

Microsoft Corporation: <http://www.microsoft.com>

NBEA-National Business Education Association (National Business Standards www.nbea.org)

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

Core Knowledge and Skills: Academic and Employability 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/gschools/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