

DISTRICT NAME:

CTE Course Description and Standards Crosswalk

Course Information	
Course Name	Computer Applications 2
Course Number	BB770
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Arts, A/V Technology & Communications Business Management
Date of district Course Revision	November 2013
Career & Technical Student Organization (CTSO)	
CTSO embedded in this sequence	BPA
Occupational Standards	
Source of Occupational Standards	National Business Education Association Standards, Microsoft Office Specialist (MOS)
Names/Numbers of Occupational Standards	Information Technology, Microsoft Office Specialist
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	Computer Applications 2 gives students mastery abilities in Microsoft Excel, PowerPoint & Access. Students will be prepared for possible Microsoft Excel and PowerPoint certifications.
Instructional Topic Headings (please separate each heading by a semi-colon)	Beginning to advanced spreadsheets; Beginning to advanced PowerPoint and other presentation software; Intermediate internet/email
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	Word-Microsoft Office Specialist (MOS)
Course addresses:	
New Alaska ELA and Math Standards	Y
Alaska Cultural Standards	Y
All Aspects of Industry (AAI)	Y
Core Technical Standards	Y

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Employability Standards	Y
Employability Standards	
Source of Employability Standards	State of Alaska
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	Yes
Date of Current Agreement	April 2013
Postsecondary Institution Name	KPC
Postsecondary Course Name	Intro PC Computer Applications
Postsecondary Course Number	CIS A105
# of Postsecondary Credits	3

Additional CTE Course Information

Author	
Course developed by	KPBSD
Course adapted from	Previous Version
Date of previous course revision	Nov. 2012
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
1. Demonstrate the use of word processing outlines.	IT.V A.I.S.-BAPF 02.01	BM-5 BM-6 BM-ADM-3	W.6.9-12 R.1.9-12			A.2 A.5	TP, PWH, PT	Lab Assignment
2. Demonstrate the use of indexes/table of contents.	NBEA ISS.7	BM-5	W.6.9-12 R.4.9-12					Lab Assignment
3. Understand and describe how to use Hyperlinks and web pages.	NBEA ISS.8 IT.VII & XV NETS 5 TECH E.2&4	IT-WD-2 IT-WD-4 IT-WD-6	W.6.9-12 R.6.9-12 W.1b.9-12		B4	A.1	PWH, M	Lab Assignment
4. Correctly use basic spreadsheet skills (e.g., formatting cells, using menus and toolbars, opening, previewing, printing and saving work sheets).	NBEA ISS.8 IT.V CP.I, II, III, IV A.I.S.-BAPF 02.04, 05	BM-BIM-2 BM-BIM-3	N-Q.3			A.2 A.5	TP, PWH, PT	Lab Assignment
5. Correctly change the appearance of a worksheet.	NBEA ISS.8	BM-BIM-2 BM-BIM-3	W.6.9-12					Lab Assignment
6. Demonstrate formula and template construction.	NBEA ISS.8	BM-5 BM-6	R.3.9-12	N-VM.6 N-VM.7 N-VM.8 A-CED.1 A-SSE.1				Lab Assignment
7. Correctly demonstrate multiple worksheets and advanced printing.	NBEA ISS.8	BM-BIM-2 BM-BIM-3	W.6.9-12	N-VM.6 N-VM.7 N-VM.8				Lab Assignment
8. Demonstrate an ability to correctly use	NBEA ISS.8	BM-5	W.6.9-12 R.2.9-12	N-Q.1 N-Q.2	B4			Lab Assignment

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
graphics. (e.g. decretive and functional)			R.7.9-10	N-Q.3 F-IF.7				
9. Demonstrate spreadsheet database features (i.e. queries, sorts, mail merge, data extraction)	NBEQ ISS.8 IT.VIII, IX A.I.S.-BAPF 02.03	BM-BIM-2 BM-BIM-3	R.7.9-12 W.6.9-12			A.2 A.5	TP, PWH, PT	Lab Assignment
10. Demonstrate the necessary skills for obtaining Microsoft Word certification.	NBEA ISS.7	IT-2			C4			Lab Assignment
11. Understand ethical and safe considerations of computing.	NBEA XVI	IT-10	W.6.9-12					

Instructional Resources

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

Custom Guide Online Learning: <http://www.customguide.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/qschools/Employability_Standards.html

DISTRICT NAME:

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

All Aspects of Industry http://www.lx.org/iwe/Resources/All_Aspects.doc