DISTRICT NAME:

CTE Course Description and Standards Crosswalk

Course Information	
Course Name	Computer Applications 3
Course Number	BB775
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, Microsoft Office Specialist (MOS)
Names/Numbers of Occupational Standards	Informational Technology, Microsoft Office Specialist
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	Computer Applications 3 gives students mastery abilities in electronic database applications. Students will be able to master Microsoft Access and will be prepared for possible Microsoft Access certification. Other topics include advanced web applications, computer science, PC maintenance and networking troubleshooting.
Instructional Topic Headings (please separate each heading by a semi-colon)	Advanced spreadsheet applications, Advanced web page production and Advanced word processing.
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

DISTRICT NAME:

Employability Standards	Y
Employability Standards	
Source of Employability Standards	State of Alaska
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	Y
Date of Current Agreement	4/2013
Postsecondary Institution Name	Kenai Peninsula College/UAA
Postsecondary Course Name	Computer Concepts in Business
Postsecondary Course Number	CIS A110
# of Postsecondary Credits	3

Additional CTE Course Information

Author	
Course developed by	Darren Jones and Dan Bohrnsen
Course adapted from	Previous Version
Date of previous course revision	Nov. 2010
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	N

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

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. Correctly demonstrate basics database skills	NBEAIS S.8		R.7.9-12 W.6.9-12	A-SSE-1				Lab
2. Identify and correctly demonstrate the use of Database technology. (i.e selecting data, using menus and toolbars, keystrokes and shortcuts)	NBEAIS S.8							Lab
3. Create a database (i.e. creation, modification and printing)								
3. Correctly demonstrate the use, analysis, and organization of data in forms, queries, tables and reports. (i.e. filtering, field properties, captions, indexing)	NBEAIS S.8		R.4.9-12 R.7.9-10	A-CED.1				
3. Design and produce web pages using frames and/or layers.	NBEAIS S.8		R.4.9-12 R.7.9-10					Lab
4. Understand and use HTML.	NBEAIS S.8		R.4.9-12 R.7.9-10					Lab
5. Demonstrate the necessary skills to obtain Microsoft, Word, Excel and PowerPoint certifications.	NBEAIS S.8		R.4.9-12 R.7.9-10 W.8.9-10	A-SSE-1				Lab
Demonstrate the use of PowerPoint. (i.e. formatting, using graphics, organization of data and presentation.			L.7.3a.9-12 L.9-10.1a W.1c.9-10 W.6.9-10 W.7.9-10 W.8.9-10	F-IF.7 N-Q.2				
6. Basic use of graphical software such as Photoshop, Fireworks, Flash, etc.	NBEAIS S.8		R.7.9-10					Lab
7. Create advanced animations and use advanced programming with Macromedia/Adobe Flash.	NBEAIS S.8		R.7.9-10	A-REI.10				Lab

DISTRICT NAME:

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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Instructional Resources

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

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

Custom Guide Online Learning: http://www.customguide.com

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

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

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