

CTE Course Description and Standards Crosswalk

Course Information

Course Name	Technology Applications 2
Course Number	83040
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Accounting, Finance, Health Informatics, Horticulture, Logistics, Office Specialist, Support Technician,
Date of district Course Revision	February 2014

Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	BPA
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Occupational Standards

Source of Occupational Standards	Microsoft Office Specialist(MOS), National Business Education Association Standards (NBEA)
Names/Numbers of Occupational Standards	Management (M); Information Technology (IT); Entrepreneurship (EN); Economics (E); Communications (C); Career Development (CD)

Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	Technology Applications 2 provides students the opportunity to learn advanced applications and integration of word processing and spreadsheets. This course prepares students to take the Microsoft Office Specialist exam. This certification is recognized by industry worldwide as proficiency in office applications.
Instructional Topic Headings (please separate each heading by a semi-colon)	Advanced Word Processing and Formatting; Advanced Spreadsheet and Graphing; Advanced Integration Techniques of Microsoft Office; Career Exploration; Time Management and Organization; Entrepreneurship; Encourage Career and Technical Student Organization (CTSO) Involvement; Safety; Ethics

Summative Assessments and Standards

Technical Skills Assessment (TSA)	Yes
Course addresses:	Microsoft Office Specialist, Access, Excel, Word, Outlook, PowerPoint
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

Employability Standards

Source of Employability Standards	State of Alaska
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Tech Prep

Current Tech Prep Articulation Agreement? (Y/N)	Yes
Date of Current Agreement	May 2013
Postsecondary Institution Name	UAA- Mat-Su College
Postsecondary Course Name	Intro to Personal Computers and Application Software
Postsecondary Course Number	CIS A105
# of Postsecondary Credits	3

DISTRICT NAME: Mat-Su Borough School District

Source/Organization /Agency	Acronym	Website or Location of Information	Section, Chapters, etc. referenced in Performance Standards	Date of Edition or Version
National Business Education Association	NBEA	http://www.nbea.org	Career Development, Computation, Information Technology, Management,	2013

Additional CTE Course Information

Author	
Course developed by	Sandra Yocom; Revised by David Ralph
Course adapted from	Technology Applications 2
Date of previous course revision	May 2008
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
Demonstrate time management and organizational skills.	M-IV	IT-PRG4	SL.9-12.4 WHST.9-12.10 SL.9-12.1.a-d RST.9-12.3		B2,4	A2,5	Planning Management Work Habits Technical Skills	BPA Competitions
Demonstrate advanced word processing features.	IT-X	IT-PRG1,2,3,4	RST.9-12.7 RST.9-12.9 RST.9-12.10	S-IC.6 S-IC.9 A-REI.1 N-Q.1	B2,4	A2,5	Technical Skills Technology	E005 MOS Certification BPA Competitions
Demonstrate advanced spreadsheet skills.	E-VI	IT-PRG1,2,3,4	L.9-12.6 SL.9-12.5 RST.9-12.3, 4, 7 & 10	A-SSE.4 A-APR.1 A-CED.1 A-CED.2 A-CED.4 SIC.1 SID.9	B2,4	A2,5	Technical Skills Technology	BPA Competitions E006 MOS Excel

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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
				N-Q.1				
Demonstrate advanced component integration skills; i.e., voice recognition.	IT-IV, VI	IT-PRG1,2,3,4	WHST.9-12.6 SL.9-12.5 SL.9-12.4		B2,4	A2,5	Technical Skills Technology	BPA Competitions
Identify and use professional ethics including software licensing, copyright and intellectual property laws in producing and monitoring web pages and sites.	IT-I,II	BM2,5,6 IT 4	WHST.9-12.8 L.9-12.6		B2,3,4	A1,2,5,7	Technical Skills Technology Work Habits	Statement of Authenticity
Recognize and differentiate entrepreneurship opportunities and the role of employer vs. employee.	IT-XVII EN-I C-V	BM3,5,6	L.9-12.6 SL.9-12.6	S-MD.6 S-IC.6	B2,4	A2,5	Technical Skills Labor	BPA-Small Business Management Team Work Keys
Relate classroom skills with career readiness to encourage CTSO involvement.	IT-XVII EN-I	BM3,5,6	L.9-12.6 SL.9-12.6 SL.9-12.1.a-d		B2,3,4 C4 D6 E7,8	A2,5	Technical Skills Technology Planning Labor Work Habits	BPA Competitions
Examine career opportunities in the Business/IT career area.	IT-XVII EN-I CD-II	BM3,5,6	L.9-12.6 SL.9-12.6 WHST.9-12.6	S-MD.6 S-IC.6	B2,3,4	A1,2,3,4,5,6,7 B1,2,3,4,5	Technical Skills Planning Technology	AKcis Portfolio
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace.	IT-I	BM5,6 IT4	L.9-12.6 WHST.9-12.8		B2,4	A1,6	Technical Skills Health/Safety	AK EED Safety Manual Business & Information Systems
Use and promote ethics and ethical behavior in the workplace	IT-I	BM2,5,6 IT4	WHST.9-12.8	S-MD.6 S-IC.6	B2,3,4	A,1,2,5	Technical Skills Work Habits	CTSO Participation Work Keys

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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
							Management	

Instructional Resources

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

All Aspects of Industry

- P - Planning
- M - Management
- F - Finance
- TP - Technical and Production
- PT - Principles of Technology
- L - Labor Issues
- C - Community Issues
- HSE - Health, Safety, and Environment
- PWH - Personal Work Habits

Recommended Textbook: Microsoft Office XP, Advanced Course, South-Western Publishing

www.brainbench.com

www.certiport.com

<http://akcis.org>

State of Alaska, Employability Skills Assessment YES: <http://www.eed.state.ak.us/tls/CTE/YES.html>