<div style="border:1px solid black">

Career and Technical Education
Adapted CTE Course Blueprint
of Essential Standards

</div>

Business, Finance, and IT Education

BM20 Microsoft Excel and Access

Public Schools of North Carolina
State Board of Education • Department of Public Instruction
Academic Services and Instructional Support
Division of Career and Technical Education
Linda Lay, Project Director

Raleigh, North Carolina
Summer 2014
Contact msita@dpi.nc.gov for more information

This Adapted CTE Course blueprint is aligned to the Microsoft Official Academic Courseware (MOAC) lessons for Microsoft Excel and Access 2013.

Adapted CTE Course Blueprint of Essential Standards

Essential standards are big, powerful ideas that are necessary and essential for students to know to be successful in a course. Essential standards identify the appropriate verb and cognitive process intended for the student to accomplish. Essential standards provide value throughout a student's career, in other courses, and translate to the next level of education or world of work.

This document lays out the essential standards for a specific course leading to industry certification. The essential standards use Revised Bloom's Taxonomy (RBT) category verbs (remember, understand, apply, analyze, evaluate, create) that reflect the overall intended cognitive outcome of the indicators written by the certifying body. Each essential standard and indicator reflects the intended level of learning through two dimensions; The Knowledge Dimension is represented with letters A-C, and the Cognitive Process Dimension by numbers 1-6.

The Adapted CTE Course Blueprint includes units of instruction, essential standard(s) for each unit, and the specific indicators aligned with industry certification. Also included are the relative weights of the units and essential standards within the course. The industry certification reflected in this document is Microsoft Office Specialist.

This document will help teachers plan for curriculum delivery for the year, prepare daily lesson plans, and construct valid formative, benchmark, and summative assessments. Curriculum for this course is not provided by NCDPI. Industry curriculum providers reviewed and approved for this course collaborated with the North Carolina Department of Public Instruction (NCDPI) to develop a valid and reliable test item bank used to produce a secure postassessment administered by NCDPI. Assessment for this course is written at the level of the ***ESSENTIAL STANDARD*** and assesses the intended outcome of the sum of its indicators. The following industry curriculum providers participated in the development of the secure test item bank. To assure alignment of the postassessment with the credential, the following curriculum providers have been reviewed and determined to provide curriculum to cover the essential standards.

For additional information about this blueprint, contact the Division of Career and Technical Education, North Carolina Department of Public Instruction, 6361 Mail Service Center, Raleigh, North Carolina 27699-6361.

Reference: Anderson, Lorin W. (Ed.), Krathwohl, David R. (Ed.), et al., *A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives,* Addison Wesley Longman, Inc., New York, 2001.

Interpretation of Columns on the NCDPI Adapted CTE Course Blueprint

No.	1	2	3	4
Heading	Essential Std #	Unit Titles, Essential Standards, and Indicators	Course Weight	RBT Designation
Column information	Unique course identifier and essential standard number.	Statements of unit titles, essential standards per unit, and specific indicators per essential standard. If applicable, includes % for each indicator.	Shows the relative importance of each unit and essential standard. Course weight is used to help determine the percentage of total class time to be spent on each essential standard.	Classification of outcome behavior in essential standards and indicators in Dimensions according to the Revised Bloom's Taxonomy. **Cognitive Process Dimension:** 1 Remember 2 Understand 3 Apply 4 Analyze 5 Evaluate 6 Create **Knowledge Dimension:** A Factual Knowledge B Conceptual Knowledge C Procedural Knowledge

Career and Technical Education conducts all activities and procedures without regard to race, color, creed, national origin, gender, or disability. The responsibility to adhere to safety standards and best professional practices is the duty of the practitioners, teachers, students, and/or others who apply the contents of this document.

Career and Technical Student Organizations (CTSO) are an integral part of this curriculum. CTSOs are strategies used to teach course content, develop leadership, citizenship, responsibility, and proficiencies related to workplace needs.

Adapted CTE Course Blueprint of Essential Standards
BM20 Microsoft Excel and Access
(Recommended hours of instruction: 135-180)

This blueprint is aligned to the Microsoft Official Academic Courseware (MOAC) lessons for Microsoft Excel and Access 2013.

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to:)	Course Weight	RBT Designation
1	2	3	4
	Total Course Weight	**100%**	
	MICROSOFT EXCEL	**50%**	
1.00	**Understand basic, intermediate and advanced spreadsheet software skills using Microsoft Excel.**	**50%**	**B2**
	1.01 Overview 1.02 Working with Microsoft Excel 2013 1.03 Using Office Backstage 1.04 Using Basic Formulas 1.05 Using Functions 1.06 Formatting Cells and Ranges 1.07 Formatting Worksheets 1.08 Managing Worksheets 1.09 Working with Data and Macros 1.10 Using Advanced Formulas 1.11 Securing and Sharing Workbooks 1.12 Creating Charts 1.13 Adding Pictures and Shapes to a Worksheet		
	MICROSOFT ACCESS	**50%**	
2.00	**Understand basic database software skills using Microsoft Access.**	**50%**	**B2**
	2.01 Database Essentials 2.02 Create Database Tables 2.03 Work With Tables And Database Records 2.04 Modify Tables And Fields 2.05 Create Forms 2.06 Create Reports 2.07 Create And Modify Queries 2.08 Use Controls In Reports And Forms 2.09 Advanced Tables 2.10 Advanced Forms 2.11 Advanced Reports 2.12 Advanced Queries 2.13 Display And Share Data 2.14 Import And Export Data 2.15 Database Tools		

*Adapted CTE Course Blueprint based on Microsoft Official Academic Courseware (MOAC) 2013 course outlines.

Please visit the Moodle PLC for curriculum resources. Contact **msita@dpi.nc.gov** for Moodle PLC information.

BM20 Microsoft Excel and Access Crosswalks

BM20 Microsoft Excel 2013 Crosswalk – Microsoft Office Specialist (MOS) Skills for Excel 2013: Exam 77-420		
MOAC Lesson(s)	**Microsoft Certification Exam Objective Domains**	
1, 2, 3, 4, 7, 8, 9	1	Create and manage worksheets and workbooks
2, 4, 6, 7, 8, 9, 12, 13	2	Create cells and ranges
9	3	Create tables
4, 5, 10	4	Apply formulas and Functions
12, 13	5	Create Charts and Objects

BM20 Microsoft Access 2013 Crosswalk – Microsoft Office Specialist (MOS) Skills for Access 2013: Exam 77-424		
MOAC Lesson(s)	**Microsoft Certification Exam Objective Domains**	
1, 2, 3, 5, 10, 11, 14, 15	1	Create and Manage a Database
1, 2, 3, 4, 9, 11, 14	2	Build Tables
7, 12	3	Create Queries
5, 8, 10	4	Create Forms
2, 6, 8, 11, 13	5	Create Reports