



Arkansas Department of Education  
Division of Career and Technical Education  
Technology Essentials Model Standards

Course Title	Technology Essentials
Career Pathway	N/A
Career Cluster	N/A
Course Number	356870
CIP Number	N/A
Grade Level	5, 6
Course Credit	No credit
Course Type	Elective
End of Course	None
Standards Alignment	ISTE, Common Career Technical Core, National Standards for Business Education (NBEA)
Teacher Certification	031, 032, 040, 222, 225, 250, 419
CTSO	FBLA Middle Level (Recommended)
Facility Requirements	<a href="http://arkansasfacilities.arkansas.gov/facilities/arkansas-school-facilities-manual-updated">http://arkansasfacilities.arkansas.gov/facilities/arkansas-school-facilities-manual-updated</a>
Industry Certifications	Not Applicable
Prerequisites	Prior training in proper touch typing techniques is recommended in order to ensure optimum student achievement in this course.
Industry/Post-Secondary Partners	Cassi Work, Fort Smith & Charleston Family Dentistry; Ben Freeny, Wayne Farms LLC.
Contributing Teachers	Carolyn Betts, Terri Freeny, Chris Davis, <i>DCTE Business and Marketing Education</i>



**Course Description** - This nine-week course will help students develop foundational technology skills necessary for continued success in academic and career pursuits. Topics covered include foundational word processing and editing, presentation design and delivery, and foundational spreadsheet skills, as well as safe computing and online habits.

**Course Standards**

<b>Emerging Technologies</b>					
<b>Standard 1.0</b>					
<b>Students will understand the importance and implications of taking ownership of their own learning.</b>					
<b>Performance Indicator 1.1</b> <b>Students take an active role in setting learning goals.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
1.1.1	Students employ technology to take ownership of choosing, achieving and demonstrating competency in their learning goals.		BM 4	ISTE 1a	CRP1 CRP2 CRP3
1.1.2	Students obtain relevant feedback from a variety of sources that will enhance learning (e.g. spell-check, digital thesaurus, teacher, peers).			ISTE 1c	
<b>Performance Indicator 1.2</b> <b>Understand how career and technical student organizations can help to facilitate development of leadership, academic, and technical skills.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
1.1.1	Explain the requirements for participating in a CTSO at the mid-level and secondary level.		BM 4	NBEA-MGT-IV-PMG-D	CRP1 CRP2 CRP3
1.1.2	Discuss how participation in DECA or FBLA can help students develop skills for career success.				
<b>Standard 2.0</b>					
<b>Students will demonstrate mastery of touch-typing skills.</b>					
<b>Performance Indicator 2.1</b> <b>Review and practice proper touch typing techniques.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
2.1.1	Demonstrate touch methods for keying alphanumeric keys and symbols.		BM 4	NBEA-IT-VI-INP NBEA-IT-VII-APP	CRP1 CRP2 CRP10 CRP11
2.1.2	Demonstrate the ability to key paragraphs.				



<b>Performance Indicator 2.2</b> <b>Understand the importance of proper keying technique.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
2.2.1	Demonstrate proper posture for safe and healthy computing habits.		BM 4	ISTE 1d ISTE 2b	CRP1 CRP2 CRP10 CRP11
2.2.2	Demonstrate how to guard against fatigue of eyes, neck, back, and hands.				
<b>Standard 3.0</b> <b>Students will understand and apply safe online computing habits.</b>					
<b>Performance Indicator 3.1</b> <b>Demonstrate responsible online behavior.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
3.1.1	Discuss safe, responsible and legal use of the Internet.		IT 04 IT 10	NBEA-IT-I-IMP NBEA-IT-II-IL NBEA-IT-III-DC	CRP1
3.1.2	Describe reliable resources for information available on the Internet.				CRP7
3.1.3	Develop critical thinking skills necessary to manage one's personal digital identity and reputation.			ISTE 2a ISTE 2b	CRP2 CRP4
3.1.4	Students understand the ethics and consequences of online actions.				
<b>Performance Indicator 3.2</b> <b>Understand legal issues related to digital information.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
3.2.1	Understand copyright laws.		IT-WD 10	NBEA-COM-I-FON-D	CRP1 CRP2
3.2.2	Properly cite sources in documents.				
<b>Performance Indicator 3.3</b> <b>Understand security and communication issues related to electronic communication.</b>		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
3.3.1	Understand the security issues associated with email communication: phishing, virus transmission, hacking, etc.		BM 4	ISTE 1d ISTE 2b	CRP1 CRP2 CRP10 CRP11
3.3.2	Compose properly drafted email communications.				
3.3.3	Add an attachment to an email.				



<b>Standard 4.0</b>					
<b>Apply fundamental word processing skills to create, edit, format, and revise documents for academic and career preparation purposes.</b>					
<b>Performance Indicator 4.1</b> <b>Demonstrate ability to format text.</b>		<b>ARK-12</b> <b>Academic</b> <b>Standards</b>	<b>CCTC</b>	<b>National Industry</b> <b>Standards</b>	<b>Career</b> <b>Ready</b> <b>Practice</b>
4.1.1	Demonstrate character-formatting skills: e.g., bold, italics, underline, fonts, font size, font colors.		BM 4 BM-ADM 2	NBEA-IT-VII-APP ISTE 4 ISTE 6	CRP1 CRP2 CRP10 CRP11
4.1.2	Demonstrate text-formatting skills: e.g., left/center/right/justify alignment, single/double line spacing.				
4.1.3	Demonstrate understanding of page layout features: e.g., page orientation, margins, vertical alignment.				
<b>Performance Indicator 4.2</b> <b>Demonstrate understanding of proofreader's marks.</b>		<b>ARK-12</b> <b>Academic</b> <b>Standards</b>	<b>CCTC</b>	<b>National Industry</b> <b>Standards</b>	<b>Career</b> <b>Ready</b> <b>Practice</b>
4.2.1	Analyze text using proofreader's marks to identify corrections e.g., student uses pencil to correct printed copy.		BM 4 BM-ADM	NBEA-IT-VI-INP NBEA-IT-VII-APP NBEA-COM-III-WC-A NBEA-COM-III-WC-B ISTE 4 ISTE 6	CRP1 CRP2 CRP10 CRP11
4.2.2	Use knowledge of proofreader's marks to correct text: e.g., student keys text from a printed copy that has been analyzed using proofreader's marks.				
<b>Performance Indicator 4.3</b> <b>Demonstrate proper formatting of business communications.</b>		<b>ARK-12</b> <b>Academic</b> <b>Standards</b>	<b>CCTC</b>	<b>National Industry</b> <b>Standards</b>	<b>Career</b> <b>Ready</b> <b>Practice</b>
4.3.1	Key and format short reports with in-text citations and a properly formatted references page.		BM 4 BM-ADM	NBEA-IT-VI-INP NBEA-IT-VII-APP NBEA-COM-III-WC-A NBEA-COM-III-WC-B	CRP2 CRP10 CRP11
4.3.2	Format and key emails, using appropriate spelling, grammar, and punctuation.				
4.3.4	Key and format business letters using mixed punctuation.				



<b>Standard 5.0</b>					
<b>Demonstrate foundational skills using multimedia presentations for academic and career preparation purposes.</b>					
<b>Performance Indicator 5.1</b> Demonstrate correct presentation design and delivery concepts.		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
5.1.1	Discuss the 7x7 rule and how it helps to ensure effective presentations when applied.		BM 4 BM-ADM 4	NBEA-IT-VI-INP NBEA-IT-VII-APP NBEA-COM-III-WC-A NBEA-COM-III-WC-B NBEA-COM-IV-SC-B NBEA-IT-VIII-DM ISTE 3 ISTE 4 ISTE 6	CRP1 CRP2 CRP10 CRP11
5.1.2	Apply proper presentation design: appropriate font size, bullet points, avoid long blocks of text, 7x7 rule of design, appropriate contrasting colors, design for readability, etc.				
<b>Performance Indicator 5.2</b> Create a presentation with professional formatting and design, and proper spelling and grammar.		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
5.2.1	Plan and format a presentation using design template/theme and slide layout features.		BM 4 BM-ADM 4	NBEA-IT-VI-INP NBEA-IT-VII-APP NBEA-COM-III-WC-A NBEA-COM-III-WC-B NBEA-COM-IV-SC-B NBEA-IT-VIII-DM ISTE 3 ISTE 4 ISTE 6	CRP1 CRP2 CRP10 CRP11
5.2.2	Demonstrate skill in use of transitions, graphics and animations in a presentation, using professional design techniques (one main transition throughout, graphics do not fly over text, etc.).				
5.2.3	Prepare and deliver an oral timed presentation within a specified time limit, paying attention to professional slide design and the 7x7 rule.				



**Standard 6.0**

**Demonstrate foundational spreadsheet skills by creating spreadsheets with mathematical formulas.**

<b>Performance Indicator 6.1</b> Navigate a worksheet and enter data into specific cells.		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
6.1.1	Enter data into specific cells.		BM 4	NBEA-COM-I-FON-D NBEA-IT-II-IL ISTE 3 ISTE5	CRP1 CRP2 CRP10 CRP11
6.1.2	Navigate to specific cells using the namebox, arrow keys, and combinations of keys (Ctrl+ arrow keys, Ctrl+ Page Up/ Page Down, Ctrl+ Home)				
6.1.3	Use Alt+ Enter keys to insert a line break in a cell.				
6.1.4	Select ranges of cells in a sheet using a variety of methods (click and drag, Shift+ Arrow key, key the range into the name box, etc.)				
<b>Performance Indicator 6.2</b> Demonstrate the ability to perform grade appropriate mathematical problems using spreadsheet formulas and functions.		<b>ARK-12 Academic Standards</b>	<b>CCTC</b>	<b>National Industry Standards</b>	<b>Career Ready Practice</b>
6.2.1	Explain the mathematical order of operations and how it relates to entering formulas into Excel spreadsheets.		BM 4 BM-ADM 4	NBEA-COM-I-FON-D NBEA-IT-II-IL ISTE 3 ISTE5	CRP1 CRP2 CRP10 CRP11
6.2.2	Enter formulas into cells using relative cell references to solve grade appropriate problems. (Use operators that add [+], subtract [-], multiply [*], and divide [/].)				
6.2.3	Use the SUM, MAX, MIN, and COUNT functions to solve grade appropriate problems.				