COMPUTER APPLICATIONS II
Curriculum Review
2015-2016

Grade Level: 10, 11, 12
Length: 1 Semester
Period(s) Per Day: 1
Credit: 1/2
Credit Requirement Fulfilled: Vocational/Elective

Course Description

The course will include the implementation of advanced operating commands and features in Word Processing, Excel Spreadsheets, Web based presentations, Desktop Publishing Software, Photoshop, and Web Site Design.   Student projects will include editing and formatting various documents, completing spreadsheets with mathematical computations, and creating business cards and other business related materials.

Themes
1. Advanced Word
2. Presentations
3. Advanced Excel
4. Publisher
5. Adobe Photoshop
6. Website Design
7. Coding

Course Objectives and Expectations
Students will learn how to do extended work with graphics and graphic tools in an entrepreneurial based setting. These skills provide a foundation for collegiate level courses and can be applied in the professional work force upon successful completion of this course.

Pacing		Montana Standards for Career and Vocational	National Standards for Business Education
Unit 1.	*Advanced Word*	M3-II, M4-II	N-IT1, N-IT4, N-IT5, N-IT8, N-IT17
Unit 2.	*Presentations*	M3-II, M4-II	N-IT1, N-IT4, N-IT8, N-IT15
Unit 3.	*Advanced Excel*	M3-II, M4-II	N-IT1, N-IT4, N-IT5, N-IT8, N-IT17
Unit 4.	*Publisher*	M3-II, M4-II	N-IT5, N-IT16
Unit 5.	*Adobe Photoshop*	M3-II, M4-II	N-IT5, N-IT16
Unit 6.	*Website Design*	M3-II, M4-II	N-IT5, N-IT9, N-IT11, N-IT16, N-IT17
Unit 7.	*Coding*	M3-II, M4-II	N-IT5, N-IT6, N-IT7, N-IT8, N-IT12

Semester 1
  I.   Advanced Word
        a. File and Text formatting
        b. Document enhancement
        c. Graphics, manipulation of graphics, enhancement of graphics
        d. Creation of basic documents, including web pages
        e. Mail Merges
  II.   Business Plan
  III. Presentation
  IV.   Excel
        a. Formulas
        b. Formatting and Printing Worksheets
        c. Creating graphs and charts
        d. Excel data table features
  V.   Publisher
        a. Reinforcement of everything learned.
        b. Use previous knowledge to create business letterhead, calling cards, newsletter, brochure, flyers, etc.
  VI.   Adobe Photoshop
        a. Tutorials
        b. Editing Photos
        c. Creating Graphics
  VII. Website Design
  VIII. Coding – 3D programming
        a. Alice

Timeline

Advanced Word ....(2 weeks to cover)
Advanced Excel ....(2 weeks to cover)
Business Plan ....(2 weeks to cover)
Presentation..(2 weeks to cover)
Publisher ....(3 weeks to cover)
Adobe Photoshop..(3 weeks to cover)
Website Design ....(3 weeks to cover)
Coding...(3 weeks to cover)

Montana Content Standards

M1

Career and Vocational/Technical Education Content Standard 1

Students experience various career opportunities and assess personal career pathways.
Rationale - rewarding careers and productive employment are built through exploration and an understanding of career choices.

Benchmark I (by the end of 8th grade)	Benchmark II (grades 9-12)	Benchmark III (concentrators)
1. describe and demonstrate the importance of goal setting and career planning.	1. explore and identify personal interests, aptitudes, and abilities and develop strategies to achieve tentative career goals.	1. develop evaluate, and modify personal career plans.
2. explore and investigate career opportunities.	2. utilize local resources to research career plans.	2. experience an internship, job shadow, or work experience related to their career plan.
3. describe various lifetime roles (e.g., friend, student, leader, worker, family member).	3. recognize the interrelationships of family, community career, and leisure roles.	3. evaluate career choices and the effect on family and lifestyle.

Career and Vocational/Technical Education Content Standard 2   **M2**

Students demonstrate an understanding and apply principles of Resource Management (i.e., financial, time, personal management).
Rationale - Students must be able to manage workplace resources in order to become successful members of society.

Benchmark I (by the end of 8th grade)	Benchmark II (grades 9-12)	Benchmark III (concentrators)
1. use basic monetary skills, practice maintaining basic financial records.	1. prepare a budget and keep financial records.	1. prepare and analyze financial plans, make forecasts, make adjustments to meet objectives, and evaluate financial records.
2. follow detailed instructions and complete assignment (e.g., project/time management).	2. prioritize, allocate time, prepare and follow schedule to complete a project.	2. select, design, complete and evaluate a project (e.g., manage multiple facets of a project)(
3. recognize time constraints (e.g., personal time).	3. apply appropriate time to task.	3. manage multiple priorities and assess effectiveness of outcomes (school, work, family).
4. recognize limitations on physical resources.	4. use physical resources wisely to accomplish a goal.	4. evaluate the use of physical resources.

Career and Vocational/Technical Education Content Standard 3   **M3**
Students acquire and utilize personal and leadership skills to become successful, productive citizens.

The development of positive personal qualities and leadership is a vital component in career success. This development can be achieved through a variety of methods, which may include Career and Technical Student Organizations.

Benchmark I (by the end of 8th grade)	Benchmark II (grades 9-12)	Benchmark III (concentrators)
1. serve as a positive role model by following the rules, regulations, and policies of the school community.	1. demonstrate active leadership skills by participation in group activities and projects.	1. assume a leadership role (e.g., team leader, CTSO officer, committee chair).
2. identify personal and work ethics.	2. demonstrate positive personal and work ethics.	2. evaluate, compare and contrast positive personal and work ethics.
3. recognize characteristics of good citizenship.	3. demonstrate skills to be a productive citizen.	3. implement and evaluate a successful, productive citizenship activity (i.e., community service project.
4. identify methods that can increase a person's self-esteem.	4. apply self-esteem building practices.	4. select methods to constructively build esteem in others as well as self.
5. observe and recognize diversity.	5. demonstrate appreciation for diverse perspective needs and characteristics.	5. respect differences and works well with individuals from diverse backgrounds and philosophies.
6. describe several methods of communication.	6. practice several methods of effective communication.	6. utilize multiple communication methods to complete a class project.

Career and Vocational/Technical Education Content Standard 4   **M4**

Students acquire and demonstrate current technical skills leading to an occupation.
Rationale: In today's technology-driven society, students must be able to use tools, materials and processes to improve task completion and transfer technical skills within a variety of workplace settings.

Benchmark I (by the end of 8th grade)	Benchmark II (grades 9-12)	Benchmark III (concentrators)
1. identify appropriate technical skills required for selected occupation.	1. practice technical skills and procedures required for an occupation.	1. master the technical skills required for an entry level job or advanced training.
2. practice safe and appropriate use of technology.	2. practice safe and appropriate use of technology.	2. practice safe and appropriate use of technology.
3. identify and use the appropriate tools and equipment for the task.	3. select the appropriate tools, equipment, and procedures for the task.	3. master of tools and equipment needed for an entry level job or advanced training.
4. identify and demonstrate appropriate care of technological tools.	4. manage and maintain technological tools and follow troubleshooting protocol.	4. manage and maintain technological systems and follow troubleshooting protocol.
5. follow basic technical instruction.	5. apply technical information to a variety of sources.	5. adapt technical information generated from a variety of technical sources.

Career and Vocational/Technical Education Content Standard 5   **M5**
Students acquire and demonstrate current technical skills leading to an occupation.

9.22.2015

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Rationale: In today's technology-driven society, students must be able to use tools, materials and processes to improve task completion and transfer technical skills within a variety of workplace settings.

Benchmark I (by the end of 8th grade)	Benchmark II (grades 9-12)	Benchmark III (concentrators)
1. apply academic and technical skills to a class project.	1. practice and demonstrate academic and technical skills to a workplace setting	1. transfer academic an technical skills to the level of industry standards.
2. identify the concepts of entrepreneurship.	2. apply the concepts of entrepreneurship.	2. evaluate and/or design components of a business plan.
3. describe how decisions affect self and others.	3. identify possible outcomes and consequences of decisions.	3. demonstrate decision-making and problem-solving skills.
4. use acceptable industry standard equipment in a school setting.	4. use acceptable industry standard equipment in a school setting.	4. use acceptable industry standard equipment in a school setting.

National Standards for Business Education

INFORMATION TECHNOLOGY
1) Impact on Society   **N-IT1**
    a) Achievement Standard: Assess the impact of information technology in a global society.
        i) Level 1 Performance Expectations
            (1) Use technology to achieve academic success and lifelong learning
            (2) Identify uses of information technology in the home, school, workplace and global society
            (3) Explain how information technologies meet human needs and affects quality of life
            (4) Describe how information technology changes social mores, including approaches toward work, family, school, and other cultures
            (5) Identify the impact of information technologies on the environment and society – both positive and negative
            (6) Identify the risks of information technology to personal health, safety and privacy
        ii) Level 2 Performance Expectations
            (1) Describe the impact of technology on the knowledge and skills needed for success in the workplace
            (2) Describe how information technology affects worker-management relationships (e.g., outsource, mobile communications, and cloud computing)
            (3) Identify and evaluate how information technology developments change the way users do their work
            (4) Describe how information technology creates greater interdependence among workers, organizations, and nations
            (5) Explain how information technology has contributed to worker productively and teamwork
            (6) Analyze the potential societal effect of widespread reliance on information technology
            (7) Analyze how human ingenuity and technology satisfy specific human needs
            (8) Evaluate the cause and effect of technological solutions on society
        iii) Level 3-4 Performance Expectations
            (1) Analyze how developments in information technology affect the supply/demand characteristics of the job market
            (2) Illustrate how information technology changes organization structures
            (3) Examine how information technology changes the breadth and level of worker responsibilities
            (4) Evaluate how information technology transforms business processes and relationships
            (5) Assess how information technology changes the manner in which training is offered and implemented
            (6) Identify emerging trends in information technology and predict influences on business and industry
            (7) Analyze and compare society's influence on information technology and information technology's influence on society
2) Information Literacy   **N-IT2**
    a) Achievement Standard: Gather, evaluate, use, cite, and disseminate information from technology sources.
        i) Level 1 Performance Expectations
            (1) Use information technology resources to retrieve information
            (2) Evaluate the credibility and bias of information sources
            (3) Interpret information for use in decision making
            (4) Cite information sources appropriately

          (5) Use search procedures appropriate to type of information, nature of source, and nature of query

          (6) Discuss copyright rules, creative commons, and regulations

          (7) Explain plagiarism and its consequences

    ii) Level 2 Performance Expectations

          (1) Evaluate the accuracy, relevance, and comprehensiveness of retrieved information

          (2) Draw conclusions and make generalizations based on information gathered

          (3) Access, exchange, organize, and synthesize information

          (4) Analyze the effectiveness of information resources to support collaborative tasks, research, publications, communications, and increased productivity

    iii) Level 3-4 Performance Expectations

          (1) Synthesize information from data sources to formulate decisions across the curriculum

          (2) Analyze and use mathematical and/or statistical methods to manipulate data into useful information

          (3) Present analyzed information in a meaningful format

3) Digital Citizenship **N-IT3**

    a) Achievement Standard: Demonstrate respectful, responsible and ethical behavior in a digital world.

        i) Level 1-2 Performance Expectations

          (1) Explore the risk and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying)

          (2) Explore the possibilities and perils of digital communications

          (3) Discuss and apply internet safety practices

          (4) Identify how social media is used to learn across the curriculum

          (5) Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use

          (6) Explain the consequences of illegal and unethical use of information technologies

          (7) Demonstrate respectful and responsible use and creation of media and technology.

          (8) Demonstrate legal and ethical behaviors when using information technologies

          (9) Identify aspects of global connectivity and its implications

          (10)   Demonstrate appropriate etiquette when using information technologies

          (11)   Discuss the process of safely buying and selling online

          (12)   Review acceptable use policies for legal and ethical use of information

        ii) Level 3-4 Performance Expectations

          (1) Recognize the importance of your digital footprint and manage it professionally

          (2) Recognize responsible use of digital commerce

          (3) Recognize how information technology contributes to lifelong learning

          (4) Implement organization policies and procedures dealing with legal and ethical issues

          (5) Compare and contrast various types of license agreements

          (6) Read, interpret, and adhere to software license agreements and legal mandates

          (7) Analyze legal and ethical dilemmas within the framework of current laws and legislation

4) Devices and Components **N-IT4**

    a) Achievement Standard: Describe current and emerging devices and components; configure, install, and upgrade equipment; diagnose problems; and repair hardware.

        i) Level 1 performance Expectations

          (1) Identify devices appropriate for specific tasks

          (2) Identify the components of devices

          (3) Connect needed external components

          (4) Evaluate the capabilities and limitations of devices for user needs

          (5) Explain the purpose, operation, and care of devices and components

        (6) Identify examples of emerging technologies

        (7) Identify storage options

    ii) Level 2 Performance Expectations

        (1) Describe the interrelationships between device components and supportive applications

        (2) Troubleshoot and diagnose applications and devices using appropriate resources

        (3) Evaluate devices and features to make sound consumer decisions

        (4) Compare and contrast various storage devices

        (5) Remove, upgrade, store, and install computer hardware and supportive applications

        (6) Troubleshoot and repair computer hardware and resolve related application problems

        (7) Obtain hardware certifications needed for a chosen career path

        (8) Evaluate and recommend devices to solve specific problems

        (9) Analyze cost benefit and life cycle of devices

        (10)   Evaluate device vendors, warranties, and purchasing options

5) Operating Systems **N-IT5**

    a) Achievement standard: identify, evaluate, select, install, use upgrade, and customize operating systems. Diagnose and solve problems with various types of operating systems utilities

        i) Level 1-2 Performance Expectations

           (1) Navigate the basic operating system

           (2) Manage files and folders

           (3) Describe various operating systems, platforms, and utilities

           (4) Describe features of operating systems that can be personalized

           (5) Differentiate between operating systems and applications

        ii) Level 3-4 Performance Expectations

           (1) Compare and contrast the functions, features, and limitations of different operating systems and utilities

           (2) Select operating systems and utilities appropriate for specific hardware, software, and tasks

           (3) Install and customize operating systems and utilities

           (4) Diagnose and repair installation and operational problems of operating systems

           (5) Identify and use appropriate help resources to install, configure, upgrade, diagnose, and repair operating systems and utilities

           (6) Maintain operating system security

           (7) Troubleshoot and repair network operating system connectivity

           (8) Obtain operating system certifications needed for a chosen career path.

6) Input Technologies **N-IT6**

    a) Achievement Standard: Use various input technologies to enter and manipulate information appropriately.

        i) Level 1 Performance Expectation

           (1) Develop proper input techniques

           (2) Identify appropriate input technology for various tasks

           (3) Describe ergonomic issues related to input technologies

        ii) Level 2-4 Performance Expectations

           (1) Select appropriate input technology to optimize performance

           (2) Apply a variety of input technologies to maximize productivity

           (3) Use a variety of input technologies to optimize academic and workplace performance

           (4) Create media using a variety of input technologies

7) Applications **N-IT7**

    a) Achievement Standard: Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.

        i) Level 1 Performance Expectations

(1) Identify and use applications appropriate for specific tasks to improve academic achievement across the curriculum
(2) Use collaborative application tools to support learning
(3) Produce projects that include a variety of media
(4) Explore social media applications
(5) Identify help features and reference materials to learn applications and solve problems.
  ii) Level 2 Performance Expectations
(1) Use help features and reference materials to learn applications
(2) Evaluate and select the appropriate applications to productively complete tasks
(3) Identify and use resources to solve problems using application software
(4) Compare and contrast application features
(5) Install, upgrade, and customize applications
  iii) Level 3 Performance Expectations
(1) Evaluate providers, licensing, and purchasing options
(2) Use the advanced features of applications for productivity
(3) Evaluate the effectiveness of applications to solve specific problems
(4) Diagnose and solve problems resulting from an application's installation and use
(5) Use applications to analyze data for making good business decisions
(6) Obtain software industry certification needed for a chosen career path
(7) Demonstrate the transferability of skills between applications
(8) Diagnose and solve application problems
(9) Select and integrate productivity software products appropriate for various computer platforms
(10) Identify, evaluate, and select software specific to an organizational function and/or industry
(11) Analyze cost benefit and life cycle of applications
(12) Create training materials for applications

8) Digital Media **N-IT8**
  a) Achievement Standard: Use and Create digital media.
    i) Level 1-2 Performance Expectations
(1) Explore current and emerging digital media
(2) Select and apply digital media appropriate for specific tasks
(3) Create digital media to enhance academic achievement across the curriculum
(4) Identify and select appropriate delivery methods and tools for digital media projects
(5) Troubleshoot digital media applications
(6) Create digital media projects collaboratively
(7) Use elements of digital and visual literacy appropriately.
    ii) Level 3-4 Performance Expectations
(1) Interpret, analyze, and determine meaning for digital media production
(2) Create an original high-end, professional quality media production
(3) Analyze and select appropriate digital media formats and properties
(4) Analyze digital media delivery tools and their effect on business functions
(5) Develop digital media delivery system solutions
(6) Select and integrate digital media appropriate for various platforms
(7) Obtain digital media industry certifications

9) Web Development and Design **N-IT9**
  a) Achievement Standard: Design, develop, test, implement, update, and evaluate web solutions.
    i) Level 1-2 Performance Expectations
(1) Identify and utilize various types of resources for web development
(2) Identify and apply appropriate design concepts

      (3) Design and create web pages

      (4) Design and create websites incorporating digital media

      (5) Publish websites on local and remote systems

  ii) Level 3-4 Performance Expectations

      (1) Identify client and target audience needs

      (2) Create content that is readable, accessible, searchable, and sticky

      (3) Explain and use various internet protocols

      (4) Research and apply accessibility guidelines and laws affecting website design

      (5) Assess website content in terms of organization policies and federal and state laws

      (6) Research and analyze hosting an domain name solutions

      (7) Compare and contrast the features of web development applications

      (8) Use digital media optimized for website integration

      (9) Install and configure web development applications and plug-ins

      (10)   Design, develop and deliver advance web content and applications using authoring tools

      (11)   Build dynamic web elements utilizing scripting, coding, and database integration

      (12)   Create a comprehensive website using industry design standards

      (13)   Test implement, and evaluate the website

      (14)   Analyze web server solutions and platforms

      (15)   Plan, set up, and configure a web server

      (16)   Design e-commerce solutions

      (17)   Troubleshoot advanced server and site dilemmas

      (18)   Analyze work flow and project management procedures relevant to web design

      (19)   Build websites to support mobile platforms

      (20)   Develop organization policy for website content and access

      (21)   Connect web servers to application servers for interoperability

      (22)   Obtain web development and design industry certification

10) Database Management Systems **N-IT10**

  a) Achievement Standard: Use, plan, develop, and maintain database management systems.

    i) Level 1 Performance Expectations

      (1) Retrieve and use information from a database

      (2) Define basic database terminology

    ii) Level 2 Performance Expectations

      (1) Identify the appropriate type of database for a particular situation

      (2) Identify the variety of data types that are stored in database management systems

      (3) Create, modify, and extract data from databases for decision making

      (4) Describe search strategies and use them to solve common information problems

      (5) Organize and present the results of data retrieval through reports

    iii) Level 3 Performance Expectations

      (1) Identify the concepts and terminology for enterprise level databases

      (2) Plan, develop, and impellent an enterprise level database management system

      (3) Utilize the application development tools from various vendors to interact with a developed enterprise level database management system

      (4) Analyze, assess, and troubleshoot enterprise level database management systems and database development tools to create solutions for reaching organizational goals

      (5) Obtain database management industry certifications

    iv) Level 4 Performance Expectations

      (1) Develop retention schedules that adhere to organizational policies and governmental laws

      (2) Use data mining techniques to extract useful information

(3) Explain the options for converting legacy records to electronic database management systems

11) Project Management and Systems Analysis **N-IT11**
   a) Achievement Standard: Analyze and design projects and information systems using appropriate management and development tools.
      i) Level 1-2 Performance Expectations
         (1) Define project management principles
         (2) Use project management to complete projects across the curriculum
         (3) Build timelines for projects
         (4) Apply project management concepts for collaborative works projects
      ii) Level 3-4 Performance Expectations
         (1) Identify and explain the steps in the systems development life cycle
         (2) Identify and describe various structured analysis and design tools
         (3) Use project management to manage information systems development projects
         (4) Analyze a current system using structured systems analysis tools
         (5) Define system requirements using structured systems analysis tools
         (6) Incorporate appropriate user interface design principles
         (7) Identify and apply appropriate application development tools
         (8) Develop a conversion plan
         (9) Develop design specifications for record types, output, and data stores
         (10)   Create appropriate documentation for information systems
         (11)   Develop a testing plan
         (12)   Develop a training plan
         (13)   Obtain project management industry certification

12) Programming and Application Development **N-IT12**
   a) Achievement Standard: Design, develop, test, and implement programs and applications.
      i) Level 1-2 Performance Expectations
         (1) Identify and define object-oriented programming terminology
         (2) Demonstrate the ability to code using object-oriented programming
      ii) Level 3-4 Performance Expectations
         (1) Identify and explain programming structures
         (2) Differentiate between source and object code
         (3) Choose the appropriate language or application development tool for specific tasks
         (4) Use scripting languages in application development
         (5) Apply design principles to programming tasks
         (6) Develop both procedural and object-oriented programs
         (7) Select and incorporate appropriate compiler
         (8) Code common tasks using application development tools
         (9) Code a program solution in more than one programming language
         (10)   Test, debug, and document code
         (11)   Maintain and reengineer existing code
         (12)   Develop programs and applications for a variety of platforms
         (13)   Design 3D and gaming environments in relationship to the development of applications
         (14)   Explore immersive and visualization techniques
         (15)   Obtain programming industry certifications

13) Data and Networking Infrastructures **N-IT13**
   a) Achievement Standard: Develop the skills to design, deploy, and administer networks and telecommunications systems.
      i) Level 1-2 Performance Expectations

(1) Identify basic network connectivity concepts
(2) Apply basic networking terminology to a network environment
(3) Identify and use basic networking resources
(4) Recognize the impact of the convergence of telephony, data, and video communications on networks
(5) Configure basic networking devices and security

    ii) Level 3 Performance Expectations

(1) Identify network connectivity hardware and related software
(2) Identify network architecture and topologies
(3) Identify and distinguish network protocols standards, and theoretical models in actual implementations
(4) Identify network hardware infrastructure components including networking media and connection hardware and software
(5) Design and develop network infrastructure
(6) Install and configure network servers, routers, clients, and related hardware and software
(7) Monitor and manage computer networks
(8) Apply virtualization technology to servers, networks, storage, and related infrastructure
(9) Configure and manage network operating systems in multi-vendor environments
(10) Implement hardware and software security solutions
(11) Monitor and fortify network security
(12) Develop enterprise networking solutions
(13) Obtain telecommunications and networking industry certifications

    iii) Level 4 Performance Expectations

(1) Implement a distributed storage solution
(2) Develop networking strategic plans
(3) Develop policies, protocols and procedures for maintaining enterprising networks

14) Information Technology Planning and Acquisition **N-IT14**
    a) Achievement Standard: Plan the selection and acquisition of information technologies
        i) Level 1-2 Performance Expectations
(1) Identify personal technology needs and budget
(2) Identify and research sources of information about information technologies
(3) Select appropriate information technologies
        ii) Level 3-4 Performance Expectations
(1) Identify and analyze user needs within an organization
(2) Research and identify information technology solutions to meet organizational needs
(3) Compare, contrast, and identify potential solutions to meet the needs for an organization

15) End-User Support and Training
    a) Achievement Standard: Develop the technical and interpersonal skills and knowledge to train and support the user community. **N-IT15**
        i) Level 1-2 Performance Expectations
(1) Work in a team to solve problems and share knowledge
(2) Tutor and support others in information technology skills
(3) Develop technical reading skills
(4) Develop technical writing, digital communication, and presentation skills to work effectively with global cultures and diverse individuals
(5) Develop critical thinking skills to locate resources to solve problems
(6) Develop interpersonal skills
(7) Explore online learning opportunities

16) Information Technology and Business Functions **N-IT16**

a) Achievement Standard: Describe the information technology components of business functions and explain their interrelationships.
  i) Level 3-4 Performance Expectations
    (1) Identify and examine information systems and their impact on the enterprise
    (2) Identify and explain the major components of marketing and sales information technologies and their interrelationships
    (3) Identify and explain the major components of accounting and finance information technologies and their interrelationships
    (4) Identify and explain the major components of manufacturing and logistics information technologies and their interrelationships
    (5) Identify and explain the major components of research and development information technologies and their
    (6) Identify and explain the major components of human resource management information technologies and their interrelationships
17) Information Technology Careers **N-IT17**
  a) Achievement Standard: Explore career opportunities in information technology
    i) Level 1-2 Performance Expectations
      (1) Identify information technologies commonly used in all careers
      (2) Discuss the impact of information technology on all careers
      (3) Identify common tasks performed in information technology careers
      (4) Identify and explore career opportunities in information technology
    ii) Level 3-4 Performance Expectations
      (1) Examine education, experience, skills, and personal requirements for careers in information technology
      (2) Describe the impact of technological change on information technology positions and the resulting need for lifelong learning
      (3) Experience an information technology career
      (4) Identify the benefits of industry certifications and higher education for various information technology careers

Resources

Montana Standards for Career and Vocational Technical Education Content Standards
     http://opi.mt.gov/pdf/Standards/ContStds-CareerTech.pdf

National Business Education Association (NBEA) Curriculum Standards
     https://www.nbea.org/newsite/curriculum/standards/

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