

# Saint Paul Tech Prep Consortium

## Articulation Agreement between Saint Paul College and Saint Paul Public School District in the area of:

Skill building for Keyboarding Applications SPC BTEC 1401 to  
Computer Keyboarding B405111

### Renewal Agreement: 2012-2017

<b>Name of Articulated Course</b>	<b>Course #</b>	<b>Credits</b>
Skill Building for Keyboarding	BTEC 1401	2

#### Saint Paul College Participating Instructors

Name	School	Phone	email
Linda Hughes	Saint Paul College	651-846-1529	<a href="mailto:Linda.hughes@saintpaul.edu">Linda.hughes@saintpaul.edu</a>
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#### Saint Paul Public Schools Participating Instructors

Name	School	Phone	email
Edna Sherrod	Johnson Sr.	651 293 6900	<a href="mailto:Edna.sherrod@spps.org">Edna.sherrod@spps.org</a>
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#### Articulation Agreement:

##### To achieve credit in articulated course the student:

1. Has earned at least a B grade in secondary course #B405121 mastering 80% of the competencies listed below.
2. Has successfully passed the related skill assessment inventory
3. Enrolled at the credit awarding college or institution within two years of the date the certificate was issued.

## Course Competencies to be mastered by High School Students: (National Standards for Business Education)

### PROGRAM AREA: INFORMATION TECHNOLOGY

#### IMPACT ON SOCIETY

**Standard:** Assess the impact of informational technology on society.

**Benchmarks: Level 1**

- Identify uses of informational technology in the home, society, and workplace.
- Recognize the risks of information technology to personal health.

**Benchmarks: Level 2**

- Describe the impact of technology on the skills needed in the workplace.

#### APPLICATION SOFTWARE

**Standard:** Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.

**Benchmarks: Level 1**

- Identify basic communications application software (e.g., e-mail and browser software).
- Prepare documents that include a variety of media (e.g., images, text, and sounds).
- Use a variety of application software appropriate to specific tasks (e.g., use a Web browser to find information).

**Benchmarks: Level 2**

- Identify the types of application software and explain the purpose or use of each.
- Use online and offline help to learn software.
- Select and apply the appropriate application software to common tasks (e.g., design a simple Web page).

**Benchmarks: Level 3**

- Use application software reference materials (e.g., online help, vendor Web sites, tutorials, and manuals).
- Use the collaborative features of application software to complete simulated or real organization tasks.

**Benchmarks: Level 4**

- Evaluate application software products in terms of their features.
- Import and export text, data, sound, video, and still images between software programs.

#### INPUT TECHNOLOGIES

**Standard:** Use input technologies appropriately to enter and manipulate text and data.

**Benchmarks: Level 1**

- Develop proper input techniques (e.g., keyboarding, scanning, speech recognition, handwriting recognition, and the use of a touch screen or mouse), including safety methods to avoid repetitive strain injury.
- Enter and manipulate numeric data using the touch method on a 10-key keypad.
- Identify, compare, and explain features of various keyboards.
- Use a variety of input technologies.

**Benchmarks: Level 2-4**

- Develop input technology skills for acceptable speed and accuracy levels that adhere to principles of repetitive strain avoidance.
- Describe the safe and appropriate use of input tools and techniques.

**INFORMATION RETRIEVAL**

**Standard:** Gather, evaluate, use, and cite information from information technology sources.

**Benchmarks: Level 1**

- Use a wide variety of information technology resources to retrieve information.

**PRIVACY AND ETHICS**

**Standard:** Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.

**Benchmarks: Level 1**

- Identify personal information that should not be shared.
- Explain the risks and dangers of sharing personal information.
- Discuss basic issues related to responsible use of technology and describe personal consequences of inappropriate use.

**INFORMATION TECHNOLOGY CAREERS**

**Standard:** Describe positions and career paths in information technology.

**Benchmarks: Level 1**

- Identify information technologies commonly used in all careers.
- Recognize the impact of information technology on all careers.

**Benchmarks: Level 2**

- Explore careers in information technology.