

Minnesota

Articulated College Credit Agreement

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Articulated College Credit (ACC) Agreement

Through Articulated College Credit (ACC), specific college curriculum learning outcomes and assessments are embedded in participating high school career and technical education (CTE) programs as specified in this agreement. Relevant knowledge, skills, and standards are taught by qualified CTE high school instructor(s) in one or more course. ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) listed below requiring the course in a specific program.

Agreement Name: Microsoft Computer Applications
Agreement Reviewed/Revised: 2023-24

These credits are valid for students in grades 10-12 for 3 years from the completion of this course.

College	College Course	College Program	Articulated College Credit
Hennepin Technical College	ITEC 1080 – Microsoft Productivity Apps I	*Accounting Transfer Pathway (A.S. – 60 cr.) *Business Transfer Pathway (A.S. – 60 cr.) *Marketing & Sales (A.A.S. – 60 cr.) *IT Support (A.A.S. – 60 cr.) *IT Support Specialist (Diploma – 46 cr.) *IT Service Desk Technician (Occ. Cert. – 30 cr.) *Organizational Assistant (Occ. Cert. – 30 cr.) *Medical Administrative Assistant (A.A.S. – 60 cr.; Diploma – 48 cr.) *Microsoft Office Generalist (Occ. Cert. – 11 cr.)	3 credits of 3 total credits

Course Description

This course introduces the student to the basics of personal computer use, including the operating system and an overview of Word, Excel, and Power Point. Basics of web browsing and searching, using e-mail, and evaluating computer purchases are included.

Course Learning Outcomes

To receive credit, students will master 100% of the following learning outcomes:

1. Create documents in Word
2. Apply formatting to Word documents
3. Create Excel worksheets and charts
4. Format worksheets and charts
5. Create tables, forms, queries, reports using Access
6. Create PowerPoint presentations
7. Format presentations
8. Enhance files with graphic images
9. Proofread documents
10. Edit files
11. Print files

Textbook: For articulation with HTC's CCIS1080, an example textbook is Pearson's GO! with Microsoft Office 365, 2019 Edition Introductory covering the entire textbook (Word, Excel, Access, and PowerPoint). URL: <https://www.pearson.com/us/higher-education/program/Gaskin-GO-with-Microsoft-Office-365-2019-Edition-Introductory/PGM2485565.html>

Course Assessments

- Students must achieve **no less an 80% B** for a final grade in the high school course to receive ACC.
- Students may master content goals using various hardware and software configurations that include up-to-date (2010 or newer) MS word processing, database, spreadsheet, and presentation software.*
- Students should be allowed to use manuals and reference materials while completing assessments.

Recommended Industry-Recognized Certification Or Comprehensive Assessment – College or High School

Certification/Assessment	Vendor	Other Information
To Be Determined		

MICROSOFT COMPUTER APPLICATIONS

Student Name _____ Grade Level _____ School Year _____

Content Learning Outcomes	Assessments
To perform file and folder management	<p>The student will demonstrate the process of file and folder management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Locate, retrieve, and save or save as to the correct folders
<p><u>WORD</u> To create, edit, format and print MS word processing documents</p>	<p>The student will design a project.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create, edit, save & print a Word document <input type="checkbox"/> Import Pictures, Frames and Objects into a Word document <input type="checkbox"/> Format text and paragraphs in a Word document <input type="checkbox"/> Use headers to number pages of a document <input type="checkbox"/> Create a hyperlink in a document <input type="checkbox"/> Create a resume using Word's Resume Wizard <input type="checkbox"/> Fill in a document template <input type="checkbox"/> Insert a Word table, enter data into the table, and format the table <input type="checkbox"/> Correct and insert an Auto Text entry <p>Project will also include:</p> <ul style="list-style-type: none"> ○ Borders ○ Bulleted lists ○ Columns ○ Decimal Center, Right Tabs ○ Endnotes ○ Graphics <p>(Cont.)</p> <ul style="list-style-type: none"> ○ Hanging Indents ○ Justified text ○ Modification of pre-existing tabs ○ Pagination (page numbers, header, footer, etc.) ○ Shading ○ Superscripts and Subscripts ○ Tab Leaders ○ Text Wrap
	Production Test

<p><u>EXCEL</u> To create, edit, format, interpret and print spreadsheets and charts</p>	<p>The student will create a portfolio of work including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formatting <input type="checkbox"/> Formulas <input type="checkbox"/> Functions <input type="checkbox"/> Charts
<p><u>ACCESS</u> To create, edit, format, interpret and print database files and reports</p>	<p>The student will create a portfolio of work including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Selected fields and records <input type="checkbox"/> Sorting and querying <input type="checkbox"/> Calculated fields <input type="checkbox"/> Reports <input type="checkbox"/> Creating and utilizing relationships <input type="checkbox"/>
<p><u>POWERPOINT</u> To create a presentation using presentation software</p>	<p>The student will design and create a presentation to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principles of good presentation design, <input type="checkbox"/> Integration of other applications such as <ul style="list-style-type: none"> *Word processing to word processing *Database to word processing *Spreadsheet to word processing *Charts to word processing *Spreadsheet to spreadsheet *Distinctions between linking and embedding <input type="checkbox"/> A variety of PowerPoint features
	<p>Production Test</p>