

Saint Paul Consortium  
Articulated College Credit (ACC) Agreement  
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**Agreement Name: Computer Fundamentals**

**Agreement Last Reviewed: 2017**

**Next Review Date: 2019**

College	Course Name	Course Prefix	Course Number	Course Credits
Saint Paul College	Computer Fundamentals	BTEC	1418	3

This course covers introductory information about computer hardware and software, working with drives, folders and files, and the use of the microcomputer as a productivity tool. Students will be given introductory training in Microsoft Windows, Microsoft Office (word processing, spreadsheets, graphs, database and presentation applications) and Internet usage.

**Curriculum Content Objectives:**

To receive credit, students will master 100% of the following content objectives:

1. Understand the functioning and purpose of PC components.
2. Navigate the Windows environment.
3. Demonstrate Internet usage.
4. Create Microsoft Office Word documents.
5. Create Microsoft Office Excel spreadsheets and charts.
6. Create Microsoft PowerPoint presentations.
7. Discuss current issues related to computer technology.
8. Demonstrate basic computer software functions.

**Assessments:**

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

**ACC Concept:**

Skills for selected courses, required for graduation in programs at the colleges participating in this regional agreement are taught in our schools using the assessments developed collaboratively by secondary and post-secondary staff. High School credit is earned and college credits are earned if the student meets the college achievement.