

Minnesota Articulated College Credit (ACC) Agreement www.CTEcreditMn.com

Agreement Name: Introduction to Computers

Agreement Last Reviewed: September 2017

Next Review Date: September 2019

Curriculum Content Objectives:

OUTLINE OF MAJOR CONTENT AREAS

1. Identify computer components, including input, output, communication, storage, networks, application software, and system software.
2. Practice file management.
3. Create, format, and edit Word documents with pictures.
4. Create business documents, including business letters with letterhead and tables and research papers with citations and references.
5. Create and edit PowerPoint presentations with clip art.
6. Enhance PowerPoint presentations with pictures, shapes, WordArt and transitions.
7. Create Excel worksheets with embedded charts.
8. Incorporate formulas, functions, and formatting into Excel worksheets.
9. Design and create databases with tables, reports, and forms.
10. Develop a database query.

LEARNING OUTCOMES (General)

1. The learner will demonstrate an understanding of the components of a microcomputer and computer terminology.
2. The learner will prepare professional documents with unique formatting using Microsoft Word.
3. The learner will prepare, format, and view presentations using Microsoft PowerPoint.
4. The learner will create spreadsheets and apply formatting, formulas, and charts using Microsoft Excel.
5. The learner will create a database, use a query, and create tables and forms based on the database using Microsoft Access.
6. The learner will demonstrate an understanding of the Windows operating system and the ability to use email and the internet.

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.