

Saint Paul Consortium

Articulated College Credit Agreement

www.CTEcreditMn.com

Articulated College Credit Agreement:

Skills for selected courses, required for graduation in programs at selected colleges, are taught in our high schools using the assessments developed collaboratively by high school and college staff. High School elective credit is earned and college credits are earned if the student meets the college achievement standards and later enrolls in a college major requiring the course or courses.

Agreement Name: **Business Information Applications 1**
Agreement Effective: **2021-2022**

High School	High School Course(s)
Como Park High School	AOF Business Information Applications B438611

Students must submit their certificate and high school transcript within 3 years of graduating high school to earn college credit.

College	College Course(s)	College Programs	Articulated College Credit
Saint Paul College	BTEC 1421 – Business Information Applications 1	Business Certificate – 16 credits Variety of Business AS & AAS Degrees – 60 credits	3 credits

Agreement Description:

This is the first course in a series that teaches students how to use Microsoft Office software applications. Software covered includes Word, Excel, Access, and PowerPoint. By the end of this course, students will be skilled in the basic features of Microsoft Office. Students will create common business documents including letters, reports, tables, newsletters, Excel worksheets, Access databases, and PowerPoint graphic presentations. (Prerequisite(s): Knowledge of computers)

Successful completion of the requirements listed in this agreement will fulfill general requirements of various certificate or diploma programs including the Business Program at Saint Paul College.

Curriculum Content Goals:

80% of the curriculum content goals will be covered in the high school course(s) by qualified CTE high school instructor(s).

To receive credit, students will master of the following content goals:

1. Understand the functioning and purpose of PC components.
2. Understand computer file management.
3. Create Word business flyers, letters, tables, and reports.

4. Create Word research papers using the MLA and APA styles.
5. Create Word documents using templates.
6. Create Excel worksheets and charts.
7. Understand how to use and apply Excel formulas and functions to solve common business problems.
8. Design and create Access databases.
9. Maintain a database.
10. Design select queries, parameter queries, crosstab queries, update queries, and calculate statistics.
11. Create and edit PowerPoint presentations.

Reference Text (if applicable):

Instruction: XX hours of instruction (lecture/lab) plus outside work time for college credit.

Course Assessments:

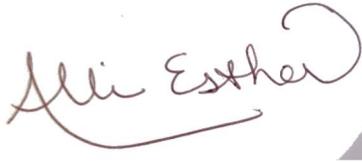
Students must achieve **80%** in this course required by their school for Articulated College Credit.

Recommended Technical Skill Assessment	Further Information
<i>Example: NOCTI Early Childhood - Basic</i>	<i>Example: www.nocti.org</i>

Additional Course Assessments:

1. Individual teachers may determine appropriate assessment strategies in meeting the outcomes of this agreement through tests, reports, demonstrations, or other methods.
2. Class participation, attendance and tardiness should be assessed in the grading process consistent with industry standards and college partners.

Articulated Credit Approval Signatures



Alli Esther

4/27/2022

Saint Paul College Instructor Signature

Printed Name

Date



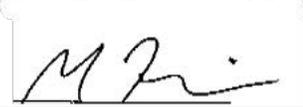
Tracy Wilson

4/29/2022

Saint Paul College Dean Signature

Printed Name

Date



Matt Kenutis

5/4/22

High School Instructor Signature

Printed Name

Date

High School Administration Signature

Printed Name

Date



Jamie Atkins, Purchasing Manager

6/30/2022

District Administration Signature

Printed Name

Date