

Minnesota

Articulated College Credit Agreement

www.CTEcreditMn.com

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: Computer Essentials
Agreement Reviewed/Revised: 2023 – 2024

These credits are valid for students in grades 9-12 for 5 years from the completion of this course.

College	College Course	College Program	ACC
Anoka Technical College	COMP 1002-Computer Technologies for Communications	*Administrative Office Specialist (A.A.S.-60 cr.; Diploma – 39 cr.) *Health Unit Coordinator (Cert. – 16 cr.) *Legal Office Specialist (A.A.S. – 60 cr.; Dipl. – 34 cr.; Cert.-16 cr.) *Medical Office Specialist (A.A.S.– 60 cr.) *Medical Receptionist (Diploma – 48 cr.) *Office Communications Specialist (Cert. – 21 cr.) *Office Software Specialist (Cert. – 25 cr.) *Construction Estimating (Cert. - 28 cr.) *Sterile Processing (Cert. – 28 cr.) *Surgical Technology (A.A.S. – 60 cr.)	2 credits of 2 total credits (30 hrs.)
Hennepin Technical College	CPLT 1100 – Computer Essentials	*Nursing Station Technician (Diploma –36 cr.) *Health Unit Coordinator (Occ. Cert. –17 cr.) *Organizational Support (A.A.S. – 60 cr.) *Organization Specialist (Diploma – 45 cr.)	3 credits of 3 total credits (45 hrs.)
Normandale Community College	COMT 1107 – Introduction to Computer Technology	*Computer Technology (A.A.S.- 60 cr.; Cert. – 16 cr.) *Healthcare Systems Technology (A.A.S. 60 cr.) *Vacuum & Film Technology (A.A.S. – 60 cr.)	4 credits of 4 total credits (60 hrs.)

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 PowerPoint. Basics of web browsing and searching, using e-mail, and evaluating computer purchases are included.

Course Learning Outcomes

100% of the curriculum learning outcomes 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 learning outcomes:

1. Locate computer components.
2. Describe component functions.
3. Describe media storage.
4. Define operating software.
5. Perform system startup and shutdown.
6. Manage files and folders.
7. Define software functions.
8. Create, save, print, edit, retrieve, and format documents/files.
9. Spell check documents.
10. Create and print spreadsheets.
11. Create formulas and functions.
12. Create and print charts.
13. Create database tables/forms/reports (basic) - *Optional
14. Create formulas and functions.
15. Create and print charts.
16. Create presentations.
17. Modify presentations.
18. Research library/information resources.
19. Connect to the Internet.
20. Browse and search the Web.
21. Evaluate and download resources from the Web.
22. Create e-mail.
23. Access email accounts.
24. Use e-mail attachment functions.
25. Comprehend the computer purchasing process.

Textbook For articulation with HTC's CPLT1100, an example textbook is Lumen Learning's *Computer Applications for Managers*.

URL: <https://lumenlearning.com/courses/computer-applications-for-managers/>

Course Assessments

Students will be able to:

1. Be proficient with Microsoft Office Suite software.
2. Complete projects using word processing, spreadsheets, and presentation software.
3. Pass computer terminology tests/quizzes.

Students will be graded on theory, production, and daily work. Students must successfully achieve an overall score of **80% or better** on the assessments in order to receive Articulated College Credit.

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

Certification/Assessment	Vendor	Other Information
Business Office Specialist (252)	Precision Exams	www.precisionexams.com

Computer Essentials

Student Name _____ **Grade Level** _____ **School Year** _____

Learning Outcomes	Assessments	Evaluation
Identify and analyze the computer components	<input type="checkbox"/> Hands on Competency Test – Computer Components <input type="checkbox"/> Written Competency Test – Computer Components <input type="checkbox"/> Analyze the computer system’s speed, capacity, and size as they relate to each other <input type="checkbox"/> Illustrate the basic computer processing cycle <input type="checkbox"/> Effective use of Windows management	*Score _____
Demonstrate proficiency using word processing computer software	<input type="checkbox"/> Ability to create, edit, and format a word processing document	*Score _____
Demonstrate proficiency using spreadsheet computer software	<input type="checkbox"/> Ability to solve business problems by creating formulas to perform calculations on a spreadsheet	*Score _____
Demonstrate proficiency using database computer software (Optional)	<input type="checkbox"/> Create a database to organize information and generate basic reports (Optional)	*Score _____
Demonstrate proficiency using presentation graphics computer software	<input type="checkbox"/> Ability to organize a computerized business presentation	*Score _____
	An overall score of 80% or better on the assessments is required to receive Articulated College Credit.	*Overall Score _____