Alexandria Technical and Community College
Articulation College Credit Agreement with
New York Mills District 553

Alexandria Technical & Community College (ATCC) and New York Mills District 553 enter into the following Articulated College Credit (ACC) agreement:

Students in grades ten through twelve who successfully complete the high school equivalent course with a grade of B or better qualify for the ACC transfer credit. The grade in the high school course will be transferred to ATCC when the student enrolls at the college **and if the course is applicable to their major.** The transfer of credit is valid for five years. (Upon completion of the high school course(s), the students with a grade of B or better will need to present certificate to the college registrar at the time of enrollment.)

In addition, ATCC and District 553 agree that no changes will be made in the course content without notification of the program faculty (ATCC faculty and Dist. 553), and the administration of both schools.

This agreement will be reviewed every two years, unless the college or school district requests an earlier review as a result of curriculum or faculty change.

High School equivalent Course	College Course
Computer Applications, 1 semester	ITEC1445 Personal Computer Skills (1 credit)

Course Objectives

1. Identify computer components and common terminology.
2. Explore the Windows operating system.
3. Send email with attachment.
4. Open, minimize, maximize, restore, move, size, scroll, and close a window.
5. Create, rename, move, and organize files and folders.
6. Open, close, resize, and move documents in Windows.
7. Apply and edit document properties.
8. Use keytips to identify shortcut keys and object functions.
9. Enter, save, and format text in a Word document.
10. Insert and format pictures in a Word document.
11. Print documents.
12. Create and edit a PowerPoint presentation with a multi-level bulleted list.
13. Apply a document themes.
14. Insert and edit pictures into PowerPoint slides.
15. Create and edit Excel worksheet.
16. Use the Excel Sum function to total a range of cells.
17. Copy the contents of a cell to a range of cells using the fill handle.
18. Use Excel worksheet data to create a related chart.

Computer Applications
New York Mills High School District #553

COURSE TITLE: Computer Applications   COURSE CODE: 11
GRADE LEVEL: 11-12   COURSE REGISTRATION #:
CREDIT HOURS/COURSE LENGTH: 1 Credit 75 Hours   PREREQUISITE: None

Course Description: This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows 7, Microsoft Office 2013, Microsoft Office Word 2013, Microsoft Office Excel 2013, Microsoft Office Access 2013, Microsoft Office PowerPoint 2013, Microsoft Office Outlook 2013, creating Web pages, and integration of the applications. Some of the topics to be covered include: formatting Word documents; creating research papers and resumes using wizards and templates; creating Web pages with Word; using Excel to create worksheets and embedded charts; using Excel formulas and functions; creating what-if analyses, creating static and dynamic web pages using Excel; creating and querying an Access database; crating a PowerPoint presentation with a unified design; pictures and sound elements; and using Outlook to send and view mail, manage appointments and contacts.

Word Course Standards:

Standard 1: The student will understand the concepts of inserting and modifying text.
Benchmarks:
1. The student will demonstrate knowledge of inserting, modifying, and moving text and symbols.
2. The student will apply and modify text formats.
3. The student will demonstrate spelling and grammatical knowledge making use of Spell Check and the Thesaurus.
4. The student will demonstrate skills in applying font and text effects.
5. The student will demonstrate skill in entering and formatting Date and Time features.

Standard 2: The student will understand the concepts of creating, modifying and customizing paragraphs.
Benchmarks:
1. The student will demonstrate the ability to modify paragraph formats by changing alignment, indenting text, changing line spacing and applying borders and shading.
2. The student will demonstrate the ability to set and change tabs.
3. The student will demonstrate the ability to apply bullets, outline format, and numbering formats to paragraphs.
4. The student will demonstrate the ability to control pagination.
5. The student will demonstrate the ability to sort paragraphs is lists and tables.

Standard 3: The student will understand the concepts of formatting documents.
Benchmarks:
1. The student will demonstrate the ability to apply and modify column settings.
2. The student will demonstrate the ability to modify document layout and apply Page Setup options.
3. The student will demonstrate the ability to preview and print documents, envelopes, and labels.
4. The student will demonstrate the ability to crate and format document sections.
5. The student will demonstrate the ability to create and apply character and paragraph styles.
6. The student will demonstrate the ability to create cross-references.
7. The student will demonstrate the ability to add and revise endnotes and footnotes.
8. The student will demonstrate the ability to move within documents using Outline view, Document Maps, and bookmarks.

Standard 4: The student will understand the concepts of creating and modifying graphics.
Benchmarks:
1. The student will demonstrate the ability to create, modify, and position graphics.
2. The student will demonstrate the ability to create and modify charts using data from other applications.
3. The student will demonstrate the ability to align text and graphics.

Standard 5: The student will understand the concept of customizing Word.
Benchmarks:
1. The student will demonstrate the ability to create, edit, and run macros.
2. The student will demonstrate the ability to customize menus and toolbars.

Standard 6: The student will understand the concept of using Mail Merge.
Benchmarks:
1. The student will demonstrate the ability to merge letters with a Word, Excel, or Access data source.
2. The student will demonstrate the ability to merge labels with a Word, Excel, or Access data source.
3. The student will demonstrate the ability to use Outlook data as mail merge data source.

Excel Course Standards

Standard 1: The student will understand the concept of working with cells and cell data.
Benchmarks:
1. The student will demonstrate the ability to insert, delete, and move cells.
2. The student will demonstrate the ability to enter and edit cell data including text, numbers and formulas.
3. The student will demonstrate the ability to use Spell Check.
4. The student will demonstrate the ability to find and replace cell data and formats.
5. The student will demonstrate the ability to work with a subset of data by filtering lists.
6. The student will demonstrate the ability to use subtotals with lists and ranges.
7. The student will demonstrate the ability to add group and outline criteria to ranges.
8. The student will demonstrate the ability to use data validation.

Standard 2: The student will understand the concept of managing workbooks.
Benchmarks:
1. The student will demonstrate the ability to manage workbook files and folders.
2. The student will demonstrate the ability to save workbooks using different names and file formats.
3. The student will demonstrate the ability to create, edit, and apply templates.
4. The student will demonstrate the ability to create workspaces.
5. The student will demonstrate the ability to use Data Consolidation.
6. The student will demonstrate the ability to create a shared workbook.

Standard 3: The student will understand the concept of formatting and printing worksheets.
Benchmarks:
1. The student will demonstrate the ability to apply and modify cell formats.
2. The student will demonstrate the ability to create and apply custom number formats.
3. The student will demonstrate the ability to use conditional formats.
4. The student will demonstrate the ability to modify row and column settings.
5. The student will demonstrate the ability to modify row and column formats and Auto Format.
6. The student will demonstrate the ability to modify Page Setup options for worksheets.
7. The student will demonstrate the ability to preview and print worksheets and workbooks.

Standard 4: The student will understand the concept of creating and revising formulas.
Benchmarks:
1. The student will demonstrate the ability to create, edit and revise formulas.
2. The student will demonstrate the ability to create, edit and revise function formulas using absolute and mixed cell references.
3. The student will demonstrate the ability to use named ranges in formulas.
4. The student will demonstrate the ability to use Lookup and Reference functions.
5. The student will demonstrate the ability to use statistical, date and time, financial, and logical functions in