

Minnesota

Articulated College Credit (ACC) Agreement

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Articulated College Credit (ACC) Agreement

Through the College High School Partnership Articulated College Credit Program, 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. Articulated college credit 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: Word Processing
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	Articulated College Credits
Anoka Technical College	ADSC 1197- Microsoft Word	*Administrative Specialist (A.A.S. – 60 cr.) *Administrative Office Specialist (Diploma – 39 cr.) * Office Software Specialist (Cert. – 25 cr.) * Medical Office Specialist (A.A.S. – 60 cr.) * Medical Receptionist (Diploma. – 48 cr.) * Legal Assistant (A.A.S. – 60 cr.) * Legal Assistant (Diploma. – 35 cr.) * Legal Assistant (Cert. – 17 cr.)	4 credits of 4 total credits (60 hrs.)
Normandale Community College	CIM 1111 - Word Processing I	*Computer/ Information Management Course – Elective	1 credit of 1 total credit (15 hrs.)

Agreement Description

This course covers utilization of Microsoft Word software to perform word processing applications. It includes creating, editing, and formatting of business documents. Students will receive training in features such as merge, sort, table and other enhancements.

Course Learning Outcomes

100% of the learning outcomes will be covered in the high school course(s) by qualified CTE high school instructor(s). The following outcomes will be addressed in the course.

The student will be able to:

1. Demonstrate preparation and management of professional documents.
2. Demonstrate document formatting and enhancements of professional documents.
3. Customize documents with consideration of visual appeal.
4. Enhance presentation of text by formatting documents with special features (e.g. charts), and styles.
5. Organize text in documents using sort, selection, and outline, shared and specialized document features.

Textbook: For articulation with HTC's CCIS1035, an example textbook is Labyrinth Learning *Microsoft Word 2019 & 365 Comprehensive*. URL: <https://labpub.com/pdfs/wd19-comp-TOC.pdf>

Assessments

Students must successfully achieve an overall score of **80% or better** on the assessments in order to receive Articulated College Credit.

Word Processing

Student Name _____ Grade Level _____ School Year _____

Content Goal	Assessments	Evaluation
Demonstrate proficiency using Word Processing computer software	<ol style="list-style-type: none"> 1. Ability to create, edit, and format a word processing document. 2. Enhance letters, reports, tables, forms, and other documents by using time saving features. 	*Score _____
Mastery of specific content Word Processing computer software	<ol style="list-style-type: none"> 1. Name documents. 2. Save documents. 3. Print documents. 4. Retrieve documents. 5. Format documents. 6. Edit documents. 7. Perform search and replace function. 8. Move text. 9. Create headers/footers. 10. Create footnotes/endnotes. 11. Utilize spell check. 12. Utilize thesaurus. 13. Utilize ruler tabs. 14. Manage files. 15. Create macros/styles. 16. Utilize sort features. 17. Utilize merge codes. 18. Create multi-page documents. 19. Create business documents. 20. Utilize design features such as: Smart Art, themes, Styles, etc. 21. Utilize file menu options. 	*Score _____
	An overall score of 80% or better is required on all assessments to receive Articulated College Credit.	Overall Scored _____