

# Minnesota Articulated College Credit (ACC) Agreement

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**Agreement Name:**                    **Introduction to Computers**

**Agreement Last Reviewed:** **Fall 2024**

**Next Review Date:**                **Fall 2026**

College Courses			
Class	Title	School	Credits
GSCI 1401	Computer Technology	Ridgewater College	1.0 of 1.0
AOP 1010	Computer Basics	Rochester Community & Technical College	1.0 of 1.0
OTEC 1001	Computer Software for College	South Central College	2.0 of 2.0

College	Program
Ridgewater College	<ul style="list-style-type: none"> <li>• Administrative Assistant (A.A.S. 60 cr.)</li> <li>• Office Assistant (Diploma 32 cr.)</li> </ul>
Rochester Community & Technical College	<ul style="list-style-type: none"> <li>• Elective</li> </ul>
South Central College	<ul style="list-style-type: none"> <li>• Administrative Office Management (A.A.S. 60 cr.)</li> </ul>

## Curriculum Content Objectives

To receive credit, students will demonstrate competency in ALL of the following content objectives:

1. Practice essential introduction to computer functions.
  - a. Identify common personal computer hardware components.
  - b. Demonstrate computer hardware operations.
  - c. Describe the central processing unit.
  - d. Describe input/output devices.
  - e. Describe operating system functions.
  - f. Describe external memory devices.
  - g. Describe computer business applications.
  - h. Identify ethical technology procedures.
  - i. Describe the characteristics of a secure computer system.
2. Navigate Windows operating system.
  - a. Discuss the purpose of the Windows operating system.
  - b. Acquaint users with mouse operation.
  - c. Identify key desktop icons.
  - d. Practice using Windows desktop features.
  - e. Recognize file and folder icons.
3. Create a file management system.
  - a. Define file management.
  - b. Identify different types of storage media.
  - c. Create a file management system.
  - d. Create folders.
  - e. Demonstrate file and folder backup procedures
4. Demonstrate ability to use basic Internet browser functions.
  - a. Demonstrate how to start and exit a browser session.
  - b. Apply a variety of navigation methods for visiting Web sites.
  - c. Understand URLs.

5. Perform basic email tasks.
  - a. Describe email applications.
  - b. Perform basic emailing procedures.
  - c. Attach documents to email.
6. Describe basic word processing skills.
  - a. Describe word processing applications.
  - b. Define word processing terms.
  - c. Utilize word processing software tools and menus.
7. Demonstrate basic usage of the word processing interface.
  - a. Perform basic document creation and revisions.
  - b. Produce a flyer using basic word processing techniques.
  - c. Demonstrate word processing document save procedures.
  - d. Demonstrate word processing document print procedures.
  - e. Describe the MLA documentation for research.
  - f. Demonstrate proficiency with citations, footnotes, and styles.
  - g. Create bibliographies.
8. Describe basic spreadsheet skills.
  - a. Describe spreadsheet applications.
  - b. Define spreadsheet terms.
  - c. Utilize spreadsheet software tools and menus.
9. Demonstrate basic usage of the spreadsheet interface.
  - a. Perform basic spreadsheet creation and revisions.
  - b. Produce a spreadsheet with an embedded chart using basic spreadsheet techniques.
  - c. Demonstrate spreadsheet save procedures.
  - d. Demonstrate spreadsheet print procedures.
10. Describe basic database skills.
  - a. Describe database applications.
  - b. Define database terms.
  - c. Utilize database software tools and menus.
  - d. Demonstrate database saving procedures.
  - e. Demonstrate database-printing procedures.
11. Describe basic presentation graphics skills.
  - a. Describe presentation graphics applications.
  - b. Define presentation graphics terms.
  - c. Utilize presentation graphics software tools and menus.
12. Demonstrate basic usage of the presentation graphics interface.
  - a. Perform basic presentation graphics creation and revisions.
  - b. Produce a presentation using basic presentation graphics techniques.
  - c. Demonstrate presentation graphics and save procedures.
  - d. Demonstrate presentation graphics print procedures.

## Software Year

- Microsoft Office 2019       Microsoft Office 365  
 Windows 11                       Other (*Specify*) \_\_\_\_\_

## Assessments

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

## ACC Concept

Through Articulated College Credit (ACC) Program, specific college curriculum content goals 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(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.