

Minnesota Articulated College Credit (ACC) Agreement

www.CTEcreditMn.com

Agreement Name: **Keyboarding for Computers**

Agreement Last Reviewed: **Fall 2024**

Next Review Date: **Fall 2026**

College Courses			
Class	Title	School	Credits
AOP 1020	Keyboarding I	Rochester Community & Technical College	1.0 of 1.0
OTEC 1790	Keyboarding for College	South Central College	2.0 of 2.0

College	College Program(s)
Rochester Community & Technical College	<ul style="list-style-type: none">Executive Office Professional (A.A.S. 60 cr.)Administrative Office Professional (Diploma 31 cr.)
South Central College	<ul style="list-style-type: none">Elective

Curriculum Content Objectives

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

1. Locate each key on the keyboard by touch with the correct finger, using correct posture and wrist placement techniques
2. Use touch method (alphabetic/numeric/symbol keys)
3. Develop the ability to type common word patterns and short phrases with speed
4. Proofread text and correct errors
5. Complete a time and accuracy test of 35 words per minute during a three-minute timing with three or fewer errors
6. Exhibit time-management skills

Assessments

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

Colleges require a keyboarding exam upon entry to programs for all students.

South Central College utilizes GDP Online.

Rochester Community & Technical College utilizes Ellsworth Publishing.

Some High Schools are utilizing typing.com

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.