

Minnesota Articulated College Credit (ACC) Agreement

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Agreement Name: **Keyboarding**

Agreement Last Reviewed: **Fall 2024**

Next Review Date: **Fall 2026**

College Courses

Class	Title	School	Credits	
ADSA 1100	College Keyboarding I	Minnesota West Community & Technical College	3.0	of 3.0
AOP 1030	Keyboarding II	Rochester Community & Technical College	3.0	of 3.0
OTEC 2800	Office Keyboarding	South Central College	3.0	of 3.0

College	College Program(s)
Minnesota West Community & Technical College	<ul style="list-style-type: none">• Office Management (A.A.S. 60 cr.)• Receptionist (Certificate 17 cr.)• Administrative Assistant (Diploma 35 cr.)• Administrative Assistant (A.A.S. 60 cr.)
Rochester Community & Technical College	<ul style="list-style-type: none">• Elective
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. Use touch method (alphabetic/numeric/symbol keys)
2. Complete a time and accuracy test of 45 words per minute during a three- or five-minute time test with one error/minute (straight copy; correction enabled)
3. Accurately apply standard proofreader marks
4. Proofread text for mail-able copy
5. Format letters in block and modified block styles
6. Format envelopes and labels
7. Format academic and business reports (works cited*, footnotes, title page, and table of contents)
8. Format memos and email messages
9. Format tables: Box, Open & Ruled
10. Produce documents from rough draft
11. Perform vertical and horizontal centering
12. Create numbered and bulleted lists

* *References – end notes and works cited*

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 assessment upon entering the program for all students.

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.