

Minnesota Articulated College Credit (ACC) Agreement

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Agreement Name: **Word Processing Basic**

Agreement Last Reviewed: Fall 2024

Next Review Date: Fall 2026

College Courses

Class	Title	School	Credits
ADSA 1122	Word Processing I	Minnesota West Community & Technical College	2.0 of 2.0
ADS 2030	Word	Ridgewater College	1.0 of 3.0
AOP 1320	Microsoft Word	Rochester Community & Technical College	3.0 of 3.0
OTEC 1860	Microsoft Word	South Central College	2.0 of 4.0

College	College Program(s)
Minnesota West Community & Technical College	<ul style="list-style-type: none"> • Office Management (A.A.S. 60 cr.) • Administrative Assistant (A.A.S. 60 cr.) • Administrative Assistant (Diploma 35 cr.) • Receptionist (Certificate 17 cr.)
Ridgewater College	<ul style="list-style-type: none"> • Administrative Assistant (A.A.S. 60 cr.) • Office Assistant (Diploma 32 cr.)
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"> • Administrative Office Management (A.S. 60 cr.) • Administrative Office Specialist (A.A.S. 60 cr.) • Administrative Office Specialist – Business Software (Certificate 14 cr.) • Administrative Office Specialist – Client Relations (Certificate 23 cr.) • Agribusiness Office Specialist/Manager (A.A.S. 72 cr.)

Curriculum Content Objectives

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

1. Getting started: insertion point, status bar, enter, exit, and help functions
2. Create, save, and retrieve documents
3. Text editing functions: insert, delete, typeover
4. Basic printing commands
5. Use of spell check, thesaurus, and grammar
6. Formatting a document: line spacing, tabs, and margins
7. Character formatting
 - Attributes
 - Font size

- Font styles
 - Convert case
8. Paragraph formats: alignments, bullets and numbering, outlining, indents, line spaces
 9. Search and replace function
 10. Tab alignment
 - Left, right, decimal & center column tabs
 - Leaders
 - Changing tab alignment character
 11. Block functions
 - Moving a block of text
 - Moving table columns
 - Copying, deleting, printing a block of text
 - Saving a block of text to a new file
 12. Display and manipulate text among multiple windows
 13. File maintenance
 - Create file(s)
 - Delete file(s)
 - Insert document properties
 - Rename existing file(s)
 - Print an unopened file(s)
 - Preview a file
 - Copy/move an existing file(s)
 - Mark files for opening, deleting, and printing
 14. Pagination
 - Soft/hard page breaks
 - Protecting blocks from page breaks
 - Widow/orphan protection
 - Section breaks
 15. Headers/footers
 - Creating, editing, and deleting a header or footer
 - Suppressing a header or footer
 16. Page numbering
 - Automatic page numbering/changes
 - Page numbering within header or footer
 17. Labels and envelopes
 18. Tables
 19. Text columns
 20. Insert and manipulate graphics from a variety of sources
 21. Ability to use themes and styles
 22. Ability to use SmartArt

Software Year

Word 2019 MS Office 365 Other (please 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.

