Minnesota
Articulated College Credit (ACC) Agreement
www.CTEcreditMn.com

Articulated College Credit (ACC) Agreement

Through Articulated College Credit (ACC), 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. ACC 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: **Keyboarding**
Agreement Reviewed/Updated: **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 Credit
Anoka Technical College	ADSC 1010 – Keyboarding I	*Administrative Office Specialist (A.A.S – 60 cr.; Diploma – 39 cr.) * Office Communications Specialist (Cert. – 21 cr.) * Medical Office Specialist (A.A.S. – 60 cr.) * Medical Receptionist (Diploma. – 48 cr.) * Legal Office Specialist (A.A.S. – 60 cr.)	3 credits of 3 total credits
Anoka Ramsey Community College	BUS 1153 - Beginning Keyboarding	*Accounting Practitioner (A.A.S. – 60 cr.) *Business Transfer Pathway (A.S. – 60 cr.) *Business: Managing/Marketing Emphasis (A.A.S.- 60 cr.) *Business, Workplace, and Technology (A.A.S. – 60 cr.)	2 elective credits of 2 elective credits
		*Business, Industry, and Technology (A.S.- 60 cr.)	2 credits as part of the Option 1 block of credits
Hennepin Technical College	CPLT 1005 – Advanced Keyboarding & Document Processing	*Organizational Support (A.A.S. – 60 cr.); *Organizational Specialist (Diploma –45 cr.) *Organizational Assistant (Cert. – 30 cr.) *Medical Office Specialist (A.A.S.– 60 cr.; Diploma – 48 cr.; Cert. – 21 cr.)	3 credits of 3 total credits

Course Description
This course covers 'touch typing" skill development and the use of a computer keyboard to produce business typing tasks and applications, straight-copy skill development, basic formatting and proofreading skills. Students learn to keyboard basic memos, tables, business letters, envelopes, and basic reports.

Course Learning Outcomes
To complete these requirements, 100% of the content learning outcomes will be covered in the classroom. Students will:
- touch-type using proper techniques.
- key with speed and accuracy (with correction allowed).
- produce business and personal documents, utilizing appropriate graphics where necessary.
- create professional email correspondence.
- demonstrate classroom responsibility.

Textbook
For articulation with HTC's CPLT1005, an example textbook is *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120.*
URL: https://www.mheducation.com/highered/product/gregg-college-keyboarding-document-processing-gdp-lessons-1-120-main-text-ober-johnson/M9780073372198.html

Assessments
Students must complete 80% of the relevant points listed:
1. Students will develop touch-typing techniques that will be enhanced by peer and self-evaluation during guided practices and will be assessed through teacher observation at the end of the term.
2. Students will complete a production test within a reasonable amount of time. They may use references for this test.
3. Students must complete at least 80% of the relevant points listed
4. Production test includes letter, report, table, and memo/email.
5. Students will demonstrate professional work habits as defined in the attached assessment sheet. These professional work habits shall be demonstrated to the teacher's satisfaction at multiple points throughout the term.

Recommended Industry-Recognized Certification
Or Comprehensive Assessment – College or High School

Certification/Assessment	Vendor	Other Information
Word Processing Basics (260)	Precision Exams	www.precisionexams.com

Additional Assessments

Content Goals	Assessments	Evaluation
To touch-type using proper technique	Teacher will perform a final assessment near the end of the term. This assessment also includes peer and self evaluation during guided practice.	Dates Observed: _____ _____ _____ _____
To key with speed and accuracy	The student's three best 3-minute timed writings will be evaluated by the following criteria: 45 wpm for 3 minutes with three errors or less or 45 wpm for 3 minutes, subtracting 2 wpm for every error over three, with a maximum of 6 errors. **Or** 50 wpm with three errors or less per 3-minute timing (SCTCC requirement)	Scores: _____ _____ _____
To produce business and personal documents	Students will complete and proofread a production test that includes letters, reports, tables and memos/emails. Students may use references and test must be completed within reasonable time lengths. Scoring is as follows: S = 0 to 3 errors per document N = More than 3 errors per document For Report Assignment 0-5 errors = S Student to meet all four assignments = S	Scores: Letter _____ Report _____ Table _____ Memo _____

To demonstrate professional work habits	Teacher observation will occur throughout the term. Final assessment will occur near the end of the term. Assessment will be based on the following criteria:
	    Student's work is done in a timely manner
	    Student spends time on task
	    Student is self-directed
		Date: Score:
		____ _____
		____ _____
		____ _____

Checklist

Relevant Points	(S) Satisfactory or (N) Not Satisfactory
1. Take diagnostic timed evaluations	
2. Improve stroking accuracy	
3. Reinforce stroking speed	
4. Practice alphabetic keys	
5. Choose commands	
6. Practice symbol keys	
7. Practice concentration drills	
8. Define word processing	
9. Determine the hardware, software requirements	
10. Identify the components of the Word window	
11. Practice numeric keys	
12. Keyboard a document	
13. Preview, Print, Store, & Retrieve a document	
14. Edit a stored document	
15. Use spell check	
16. Proofread for errors	
17. Use the mouse and point movement techniques	
18. Move/copy text and insert/replace text	
19. Manipulate tabs on the ruler	
20. Manipulate tables at dialogue box	
21. Create tables using tab and table feature(s)	
22. Use the print dialog box	
23. Print envelopes & labels	
24. Insert hard page break	
25. Change paper size	
26. Work with blocks of text	
27. Create headers and footers	
28. Insert page numbers	
29. Create footnotes and endnotes	
30. Turn on line numbering	
31. Insert date	
32. Find and replace text	