

Minnesota

Articulated College Credit (ACC) Agreement

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Articulated College Credit (ACC) Agreement

Through the College High School Partnership Articulated College Credit Program, 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 courses. Articulated college credit 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

Word Processing

Agreement Reviewed/Revised

2024 – 2025

These credits are valid for students in grades 9-12 for 5 years from the completion of this course.

College	College Course	College Program	ACC
Anoka Technical College	ADSC 1197- Microsoft Word	<ul style="list-style-type: none"> • Administrative Specialist (A.A.S. – 60 cr.) • Administrative Office Specialist (Diploma – 39 cr.) • Office Software Specialist (Certificate – 25 cr.) • Medical Office Specialist (A.A.S. – 60 cr.) • Medical Receptionist (Diploma – 48 cr.) • Legal Assistant (A.A.S. – 60 cr.) • Legal Assistant (Diploma. – 35 cr.) • Legal Assistant (Certificate – 17 cr.) 	4 of 4 credits (60 hrs.)
Normandale Community College	CIM 1111 - Word Processing I	• Computer/ Information Management Course – Elective	1 of 1 credit (15 hrs.)

Agreement Description

This course covers the utilization of Microsoft Word software to perform word processing applications. This intensive course covers both basic and advanced features of the software package. The concepts and applications taught in the course will promote decision-making, problem-solving, and critical thinking.

Outline of Major Content Areas

1. Word processing design and use concepts
2. Microsoft Word

Course Learning Outcomes

100% of the learning outcomes will be covered in the high school course(s) by qualified CTE high school instructor(s).

The student will be able to:

1. Edit documents using cut, copy, paste, find and replace, spell and grammar check.
2. Produce documents using proper formatting techniques, tables, hyperlinks, and document properties.
3. Illustrate documents with graphics, WordArt, shapes, and charts.
4. Apply and customize themes, building blocks, and Quick Parts to text.
5. Perform a mail merge, and sort and filter records.
6. Develop multipage documents create and edit styles.
7. Integrate Word with other programs.
8. Employ collaboration and customization tools.
9. Demonstrate appropriate professionalism to your industry.

Assessments

To receive Articulated College Credit, students must achieve an overall score of **80% or better** on the assessments.

Word Processing

Student Name _____ Grade Level _____ School Year _____

Content Goal	Assessments	Evaluation
Demonstrate proficiency using Word Processing computer software	<ol style="list-style-type: none"> 1. Ability to create, edit, and format a word processing document. 2. Enhance letters, reports, tables, forms, and other documents by using time saving features. 	*Score _____
Mastery of specific content Word Processing computer software	<ol style="list-style-type: none"> 1. Name documents. 2. Save documents. 3. Print documents. 4. Retrieve documents. 5. Format documents. 6. Edit documents. 7. Perform search and replace function. 8. Move text. 9. Create headers/footers. 10. Create footnotes/endnotes. 11. Utilize spell check. 12. Utilize thesaurus. 13. Utilize ruler tabs. 14. Manage files. 15. Create macros/styles. 16. Utilize sort features. 17. Utilize merge codes. 18. Create multi-page documents. 19. Create business documents. 20. Utilize design features such as: Smart Art, themes, Styles, etc. 21. Utilize file menu options. 	*Score _____
	An overall score of 80% or better is required on all assessments to receive Articulated College Credit.	Overall Scored _____