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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 courses. 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.

|                                   |  |
|-----------------------------------|--|
| <b>Agreement Name</b>             | <b>Microsoft Computer Applications</b> |
| <b>Agreement Reviewed/Revised</b> | <b>2024-25</b>                         |

**These credits are valid for students in grades 10-12 for 3 years from the completion of this course.**

| College                    | College Course                            | College Program   | ACC            |
|----------------------------|---|---|----------------|
| Hennepin Technical College | ITEC 1080 – Microsoft Productivity Apps I | <ul style="list-style-type: none"> <li>Accounting Transfer Pathway (A.S. – 60 cr.)</li> <li>Business Transfer Pathway (A.S. – 60 cr.)</li> <li>Marketing &amp; Sales (A.A.S. – 60 cr.)</li> <li>IT Support (A.A.S. – 60 cr.)</li> <li>IT Support Specialist (Diploma – 46 cr.)</li> <li>IT Service Desk Technician (Occ. Cert. – 30 cr.)</li> <li>Organizational Assistant (Occ. Cert. – 30 cr.)</li> <li>Medical Administrative Assistant (A.A.S. – 60 cr.)</li> <li>Medical Administrative Assistant (Diploma – 48 cr.)</li> <li>Microsoft Office Generalist (Occ. Cert. – 11 cr.)</li> </ul> | 3 of 3 credits |

## Course Description

This course introduces the student to the basics of personal computer use, including the operating system and an overview of Word, Excel, and PowerPoint. It also covers the basics of web browsing and searching, using e-mail, and evaluating computer purchases.

## Course Learning Outcomes

To receive credit, students will master 100% of the following learning outcomes:

1. Create documents in Word
2. Apply formatting to Word documents
3. Create Excel worksheets and charts
4. Format worksheets and charts
5. Create tables, forms, queries, and reports using Access
6. Create PowerPoint presentations

7. Format presentations
8. Enhance files with graphic images
9. Proofread documents
10. Edit files
11. Print files

### **Textbook**

For articulation with HTC's CCIS1080, an example textbook is Pearson's GO! with Microsoft Office 365, 2019 Edition Introductory covering the entire textbook (Word, Excel, Access, and PowerPoint). URL: <https://www.pearson.com/us/higher-education/program/Gaskin-GO-with-Microsoft-Office-365-2019-Edition-Introductory/PGM2485565.html>

### **Course Assessments**

- Students must achieve **no less than an 80% B** for a final grade in the high school course to receive ACC.
- *Students may master content goals using various hardware and software configurations that include up-to-date (2010 or newer) MS word processing, database, spreadsheet, and presentation software.*
- Students should be allowed to use manuals and reference materials while completing assessments.

## **MICROSOFT COMPUTER APPLICATIONS**

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ School Year \_\_\_\_\_

| <b>Content Learning Outcomes</b>   | <b>Assessments</b>   |
|--|--|
| To perform file and folder management  | <p>The student will demonstrate the process of file and folder management</p> <ul style="list-style-type: none"> <li>• Locate, retrieve, and save or save as to the correct folders</li> </ul>   |
| <p><b><u>WORD</u></b><br/>To create, edit, format and print MS word processing documents</p> | <p>The student will design a project.</p> <ul style="list-style-type: none"> <li>• Create, edit, save &amp; print a Word document</li> <li>• Import Pictures, Frames and Objects into a Word document</li> <li>• Format text and paragraphs in a Word document</li> <li>• Use headers to number pages of a document</li> <li>• Create a hyperlink in a document</li> <li>• Create a resume using Word's Resume Wizard</li> <li>• Fill in a document template</li> <li>• Insert a Word table, enter data into the table, and format the table</li> <li>• Correct and insert an Auto Text entry</li> </ul> <p>Project will also include:</p> <ul style="list-style-type: none"> <li>○ Borders</li> <li>○ Bulleted lists</li> <li>○ Columns</li> <li>○ Decimal Center, Right Tabs</li> <li>○ Endnotes</li> <li>○ Graphics</li> </ul> <p>(Cont.)</p> <ul style="list-style-type: none"> <li>○ Hanging Indents</li> <li>○ Justified text</li> <li>○ Modification of pre-existing tabs</li> <li>○ Pagination (page numbers, header, footer, etc.)</li> <li>○ Shading</li> <li>○ Superscripts and Subscripts</li> <li>○ Tab Leaders</li> <li>○ Text Wrap</li> </ul> |
|  | Production Test  |

|   |   |
|---|---|
| <u><b>EXCEL</b></u><br>To create, edit, format, interpret and print spreadsheets and charts     | The student will create a portfolio of work including: <ul style="list-style-type: none"> <li>• Formatting</li> <li>• Formulas</li> <li>• Functions</li> <li>• Charts</li> </ul>  |
|   | Production Test   |
| <u><b>ACCESS</b></u><br>To create, edit, format, interpret and print database files and reports | The student will create a portfolio of work including: <ul style="list-style-type: none"> <li>• Selected fields and records</li> <li>• Sorting and querying</li> <li>• Calculated fields</li> <li>• Reports</li> <li>• Creating and utilizing relationships</li> <li>• </li> </ul>  |
|   | Production Test   |
| <u><b>POWERPOINT</b></u><br>To create a presentation using presentation software                | The student will design and create a presentation to include: <ul style="list-style-type: none"> <li>• Principles of good presentation design,</li> <li>• Integration of other applications <b>such as</b> <ul style="list-style-type: none"> <li>*Word processing to word processing</li> <li>*Database to word processing</li> <li>*Spreadsheet to word processing</li> <li>*Charts to word processing</li> <li>*Spreadsheet to spreadsheet</li> <li>*Distinctions between linking and embedding</li> </ul> </li> <li>• A variety of PowerPoint features</li> </ul> |
|   | Production Test   |