

# Minnesota

## Articulated College Credit Agreement

[www.CTEcreditMn.com](http://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 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>Computer Essentials</b>
<b>Agreement Reviewed/Revised</b>	<b>2024 – 2025</b>

**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	COMP 1002 Computer Technologies for Communication	<ul style="list-style-type: none"> <li>• Administrative Office Specialist (A.A.S. - 60 cr.)</li> <li>• Administrative Office Specialist (Diploma – 40 cr.)</li> <li>• Administrative Office Specialist (Certificate – 16 cr.)</li> <li>• Health Unit Coordinator (Certificate – 16 cr.)</li> <li>• Health Technology (Certificate – 28 cr.)</li> <li>• Legal Office Specialist (A.A.S. – 60 cr.)</li> <li>• Legal Office Specialist (Diploma – 45 cr.)</li> <li>• Legal Office Specialist (Certificate-16 cr.)</li> <li>• Medical Office Specialist (A.A.S.– 60 cr.)</li> <li>• Medical Receptionist (Diploma – 48 cr.)</li> <li>• Office Communications Specialist (Certificate – 21 cr.)</li> <li>• Office Software Specialist (Certificate. – 22 cr.)</li> <li>• Construction Estimating (Certificate - 28 cr.)</li> <li>• Sterile Processing (Certificate – 28 cr.)</li> <li>• Surgical Technology (A.A.S. – 60 cr.)</li> </ul>	2 of 2 credits
Hennepin Technical College	CPLT 1100 Computer Essentials	<ul style="list-style-type: none"> <li>• Auto Body Technician–Elective (Diploma–64 cr.)</li> <li>• Nursing Station Technician (Diploma –35 cr.)</li> <li>• Health Unit Coordinator (Occ. Cert. –17 cr.)</li> <li>• Medical Assistant (A.A.S. – 60 cr.)</li> <li>• Organizational Support (A.A.S. – 60 cr.)</li> <li>• Organization Specialist (Diploma – 45 cr.)</li> </ul>	3 of 3 credits
Normandale Community College	COMT 1107 Introduction to Computer Technology	<ul style="list-style-type: none"> <li>• Computer Technology (A.A.S.- 60 cr.)</li> <li>• Computer Technology (Certificate – 16 cr.)</li> <li>• Healthcare Systems Technology (A.A.S. - 60 cr.)</li> <li>• Vacuum &amp; Film Technology (A.A.S. – 60 cr.)</li> </ul>	4 of 4 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**

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

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

1. Locate computer components.
2. Describe component functions.
3. Describe media storage.
4. Define operating software.
5. Perform system startup and shutdown.
6. Manage files and folders.
7. Define software functions.
8. Create, save, print, edit, retrieve, and format documents/files.
9. Spell check documents.
10. Create and print spreadsheets.
11. Create formulas and functions.
12. Create and print charts.
13. Create database tables/forms/reports (basic) - \*Optional
14. Create formulas and functions.
15. Create and print charts.
16. Create presentations.
17. Modify presentations.
18. Research library/information resources.
19. Connect to the Internet.
20. Browse and search the Web.
21. Evaluate and download resources from the Web.
22. Create e-mail.
23. Access email accounts.
24. Use e-mail attachment functions.
25. Comprehend the computer purchasing process.

## **Textbook**

For articulation with HTC's CPLT1100, an example textbook is Lumen Learning's *Computer Applications for Managers*. URL: <https://lumenlearning.com/courses/computer-applications-for-managers/>

## Course Assessments

Students will be able to:

1. Be proficient with Microsoft Office Suite software.
2. Complete projects using word processing, spreadsheets, and presentation software.
3. Pass computer terminology tests/quizzes.

Students will be graded on theory, production, and daily work. To receive Articulated College Credit, students must achieve an overall score of **80% or better** on the assessments.

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

<b>Certification/Assessment</b>	<b>Vendor</b>	<b>Other Information</b>
Business Office Specialist (252)	You Science	<a href="http://www.YouScience.com">www.YouScience.com</a>

## Computer Essentials

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

Learning Outcomes	Assessments	Evaluation
Identify and analyze the computer components	<ul style="list-style-type: none"> <li>Hands on Competency Test – Computer Components</li> <li>Written Competency Test – Computer Components</li> <li>Analyze the computer system's speed, capacity, and size as they relate to each other</li> <li>Illustrate the basic computer processing cycle</li> <li>Effective use of Windows management</li> </ul>	*Score _____
Demonstrate proficiency using word processing computer software	<ul style="list-style-type: none"> <li>Ability to create, edit, and format a word processing document</li> </ul>	*Score _____
Demonstrate proficiency using spreadsheet computer software	<ul style="list-style-type: none"> <li>Ability to solve business problems by creating formulas to perform calculations on a spreadsheet</li> </ul>	*Score _____
Demonstrate proficiency using database computer software (Optional)	<ul style="list-style-type: none"> <li>Create a database to organize information and generate basic reports (Optional)</li> </ul>	*Score _____
Demonstrate proficiency using presentation graphics computer software	<ul style="list-style-type: none"> <li>Ability to organize a computerized business presentation</li> </ul>	*Score _____
	<b>An overall score of 80% or better on the assessments is required to receive Articulated College Credit.</b>	*Overall Score _____