Minnesota
Articulated College Credit (ACC) Agreement
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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.

Agreement Name	**Computer Keyboarding**
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
Hennepin Technical College	CPLT 1000 – Computer Keyboarding	• General Education – Computer Literacy - Qualifying score on reading assessment test	2 of 2 credits
Normandale Community College	CIM 1000 – Computer Keyboarding	• Enrollment during first semester to apply skills and knowledge in other courses	3 of 3 elective credits

Agreement Description

This course involves the development of basic keyboarding techniques and skills using a computer. Emphasis will be on learning the `touch` method of typing the alphabetic keys and the numeric keypad. The keyboarding goal will be the attainment of a minimum rate of 30 words per minute with 5 or fewer errors on alphabetic copy using a three (3) minute timing.

Curriculum Learning Outcomes

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

Curriculum Learning Outcomes:	X		
Interpret screen commands.		Key alphabetic timed writings.	
Apply login/logout procedures.		Calculate net words per minute.	
Apply keyboarding techniques.		Improve keystroking skills.	
Use touch method.		Operate mouse/function keys.	
Operate service keys.		Operate numeric keypad.	
Operate alphabetic keys.		Key, format and print an academic report.	
Operate punctuation keys.		Key, format and print a personal-business letter.	

Textbook

For articulation with HTC's CPLT1000, an example textbook is Ellsworth Publishing's *Keyboard Mastery*. URL: https://www.keyboardingonline.com/

Assessments

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

The course assessments at the college level are performance-based only. See the information below for more details.

Performance Assessments for Articulated College Credit

Content Goal	Assessments	Evaluation
Demonstrate proficiency using a word processing program	• Improve correct keyboarding techniques, skill development, proofreading, basic English skills, and learn to format a basic letter or report. • Key quickly and accurately by using the "touch" method for personal, career or college bound use. • The keyboarding goal will be the attainment of a minimum rate of 30 words per minute on a three (3) minute alphabetic timing with 5 or less errors. • Enter numeric keypad data at a rate of 80 digits per minute.	*Score _____
	An overall score of 80% or better on the assessments is required to receive Articulated College Credit.	***Overall Score** _____