Saint Paul Consortium
Articulated College Credit Agreement
www.CTEcreditMn.com

Articulated College Credit Agreement:

Skills for selected courses, required for graduation in programs at selected colleges, are taught in our high schools using the assessments developed collaboratively by high school and college staff. High School elective credit is earned and college credits are earned if the student meets the college achievement standards and later enrolls in a college major requiring the course or courses.

Agreement Name: **Business Communications**
Agreement Effective: **2019-2021**

High School	High School Course(s)
Como Park High School	Keyboarding

These credits are valid for students in grades 10-12 for 5 years from the completion of this course.

College	College Course(s)	College Programs	Articulated College Credit
Saint Paul College	BUSN 1418 – Computer Fundamentals		3 credits

Agreement Description:

This course covers introductory information about computer hardware and software, working with drives, folders and files, and the use of the microcomputer as a productivity tool. Students will be given introductory training in Microsoft Windows, Microsoft Office (word processing, spreadsheets, graphs, database and presentation applications) and Internet usage.

Curriculum Content Goals:

80% of the curriculum content goals will be covered in the high school course(s) by qualified CTE high school instructor(s).

To receive credit, students will master of the following content goals:
1. Understand the functioning and purpose of PC components.
2. Navigate the Windows environment.
3. Demonstrate Internet usage.
4. Create Microsoft Office Word documents.
5. Create Microsoft Office Excel spreadsheets and charts.
6. Create Microsoft PowerPoint presentations.
7. Discuss current issues related to computer technology.
8. Demonstrate basic computer software functions.

Reference Text *(if applicable):*

Instruction: XX hours of instruction (lecture/lab) plus outside work time for college credit.

Course Assessments:

Students must also achieve <mark>80%</mark> in all classes required by their school for Articulated College Credit.

Recommended Technical Skill Assessment	Further Information
Example: NOCTI Early Childhood - Basic	*Example: www.nocti.org*

Additional Course Assessments:
1. Individual teachers may determine appropriate assessment strategies in meeting the outcomes of this agreement through tests, reports, demonstrations, or other methods.
2. Class participation, attendance and tardiness should be assessed in the grading process consistent with industry standards and college partners.

Articulated Credit Approval Signatures

Alli Vainshtein (signature)	Dr. Alli Vainshtein	02/20/2020
Saint Paul College Instructor Signature	**Printed Name**	**Date**
Tracy Wilson (signature)	Tracy Wilson	2/24/2020
Saint Paul College Dean Signature	**Printed Name**	**Date**
High School Instructor Signature	**Printed Name**	**Date**
High School Administration Signature	**Printed Name**	**Date**
Jamie Atkins (signature)	Jamie Atkins	6/1/2020
District Administration Signature	**Printed Name**	**Date**

Reviewed By:
Date:

Articulated Credit Approval Signatures

Saint Paul College Instructor Signature	**Printed Name**	**Date**

Saint Paul College Dean Signature	**Printed Name**	**Date**

_M_ _[signature]_   Matt Kenutis   4/8/20

High School Instructor Signature	**Printed Name** Stacy Theien-Collins	**Date** 4/1/20
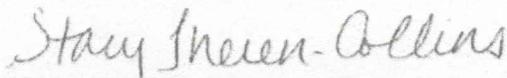
Stacy Theien-Collins _[signature]_

High School Administration Signature	**Printed Name**	**Date**

District Administration Signature	**Printed Name**	**Date**

Reviewed By:
Date: _Breanna Galuska_