Minnesota
Articulated College Credit (ACC) Agreement
www.CTEcreditMn.com

Agreement Name: <u>**Beginning Word Processing**</u>

Agreement Last Reviewed: October 2022
Next Review Date: October 2024

Class	Title	School	Credits	
COMP 1130	Word Processing & Presentation Applications	Minnesota State College Southeast	1.0	of 1.0
ADMS 1417	Word Processing I	Minnesota State College Southeast	2.0	of 2.0
ADSA 1122	Word Processing I	Minnesota West Community & Technical College	2.0	of 2.0
ADS 2030	Word	Ridgewater College	1.0	of 3.0
AOP 1320	Microsoft Word	Rochester Community & Technical College	3.0	of 3.0
OTEC 1860	Microsoft Word	South Central College	2.0	of 4.0

Curriculum Content Objectives:

To receive credit, students will master 100% of the following content objectives:

1. Getting started: insertion point, status bar, enter, exit, and help functions
2. Create, save and retrieve documents
3. Text editing functions: insert, delete, typeover
4. Basic printing commands
5. Use of spell check, thesaurus, and grammar
6. Formatting a document: line spacing, tabs, and margins
7. Character formatting:
   o Attributes
   o Font size
   o Font styles
   o Convert case
8. Paragraph formats: alignments, bullets and numbering, outlining, indents, line spaces
9. Search and replace function
10. Tab alignment:
    o Left, right, decimal & center column tabs
    o Leaders
    o Changing tab alignment character
11. Block functions:
    o Moving a block of text
    o Moving table columns
    o Copying, deleting, printing a block of text
    o Saving a block of text to a new file
12. Display and manipulate text among multiple windows

13. File maintenance:
    o Create file(s)
    o Delete file(s)
    o Insert document properties
    o Rename existing file(s)
    o Print an unopened file(s)
    o Preview a file
    o Copy/move an existing file(s)
    o Mark files for opening, deleting and printing
14. Pagination
    o Soft/hard page breaks
    o Protecting blocks from page breaks
    o Widow/orphan protection
    o Section breaks
15. Headers/footers
    o Creating, editing, deleting a header or footer
    o Suppressing a header or footer
16. Page numbering
    o Automatic page numbering/changes
    o Page numbering within header or footer
17. Labels and envelopes
18. Tables
19. Text columns
20. Insert and manipulate graphics from a variety of sources
21. Ability to use themes and styles
22. Ability to use SmartArt

<u>Software Year</u>

❑ Word 2016   ❑ Word 2019   ❑ MS Office 365   Other (please specify) _____

<u>Assessments:</u>

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

<u>ACC Concept:</u>

Through Articulated College Credit (ACC) Program, specific college curriculum content goals 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 course(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.