

Saint Paul Consortium

Articulated College Credit (ACC) Agreement

www.CTEcreditMn.com

Agreement Name: **Business Information Applications**

Agreement Last Reviewed: 2017

Next Review Date: 2019

College	Course Name	Course Prefix	Course Number	Course Credits
Saint Paul College	Business Information Applications I	BTEC	1421	3

This is the first course in a series that teaches students how to use Microsoft Office software applications. Software covered includes Word, Excel, Access, and PowerPoint. By the end of this course, students will be skilled in the basic features of Microsoft Office. Students will create common business documents including letters, reports, tables, newsletters, Excel worksheets, Access databases, and PowerPoint graphic presentations. This course, BTEC 1423 Business Information Applications 2 and BTEC 2506 Business Information Applications 3, prepare the student for the Microsoft Office Specialist (MOS) certification exams.

Curriculum Content Objectives:

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

1. Understand the functioning and purpose of PC components.
2. Understand computer file management.
3. Create Word business flyers, letters, tables, and reports.
4. Create Word research papers using the MLA and APA styles.
5. Create Word documents using templates.
6. Create Excel worksheets and charts.
7. Understand how to use and apply Excel formulas and functions to solve common business problems.
8. Design and create Access databases.
9. Maintain a database.
10. Design select queries, parameter queries, crosstab queries, update queries, and calculate statistics.
11. Create and edit PowerPoint presentations.

Assessments:

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

ACC Concept:

Skills for selected courses, required for graduation in programs at the colleges participating in this regional agreement are taught in our schools using the assessments developed collaboratively by secondary and post-secondary staff. High School credit is earned and college credits are earned if the student meets the college achievement.