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 Information Applications 1**
Agreement Effective: **2019-2021**

High School	High School Course(s)
Como Park High School	AOF Business Information Applications B438611

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	BTEC 1421 – Business Information Applications 1	Business Certificate – 16 credits Variety of Business AS & AAS Degrees – 60 credits	3 credits

Agreement Description:

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.

Successful completion of the requirements listed in this agreement will fulfill general requirements of various certificate or diploma programs including the Business Program at Saint Paul College.

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. Compose professional emails and electronic calendar events.
2. Write and design business flyers, letters, tables, and reports.
3. Format research papers using the MLA style.
4. Make new spreadsheets with formulas and charts.
5. Demonstrate problem-solving formulas and functions.

6. Set up a new database with tables, queries, forms, reports and a relationship.
7. Create and edit professional presentations with pictures, sound, and video.

Reference Text *(if applicable):*

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

Course Assessments:

Students must also achieve **80%** 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

Dr. Alli Vainshtein   1-21-2020

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

Dr. Tracy Wilson   1-27-2020

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

High School Instructor Signature   **Printed Name**   **Date**

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

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

Reviewed By:
Date: