




PROGRAM ARTICULATION AGREEMENT

College Program: Business, General
Career Pathway: Management
Career Cluster: Business Management & Administration

CIP: 52.0201

The purpose of this agreement is to grant college credit to high school students who have achieved the level of knowledge and skill required for the college-equivalent entry-level course(s) identified in this agreement. Upon successful completion of the identified course competencies with a grade of 'B' (3.0) or higher and the high school teacher's endorsement that the competency requirements have been met, students will be qualified to receive college credit.

The following Spokane Falls Community College course(s) have been approved for Tech Prep articulation with Cheney School District high school course(s) as listed below:

High School / Course Title	College / Course Title	Credits
Cheney HS - each component graded separately	SFCC	
Computer Apps I – Word certification	CAPPS 141/142/241 Word I/II/III	2+2+2
Computer Apps I – Excel certification	CAPPS 151/152/251 Excel I/II/III	2+2+2
Computer Apps II – Access certification	CAPPS 161/162/261 Access I/II/III	2+2+2
Computer Apps II – PowerPoint certification	CAPPS 171/172/271 PowerPoint I/II/III	2+2+2

**see attached list(s) of competencies for articulated course*

Student Articulation Procedure:

1. Be enrolled in the required high school class.
2. Register for Tech Prep/Dual Credit articulated course during the same academic year the high school class is completed. If a series of courses are involved in the articulation, students register for credit during the same academic year the last course in the series is completed.
3. Earn a grade of 'B' (3.0) or better in all courses required under the articulation agreement.
4. Complete all required skills as identified on the competency profile.
5. If an exam or review of completed work is required under the terms of this agreement, students must receive a passing score (determined by college or industry certification) to earn college credit (*see competency list for requirements*).
6. Within seven years of completing the articulated class, enroll at SCC or SFCC and submit the SERS Tech Prep Registration Confirmation to the Transcript Office. Articulation requirements will be reviewed and verified by the appropriate office or department. Credit will be awarded to qualifying students.

High School Instructors:

1. Ensure all students receive a copy of the course syllabus outlining information about Tech Prep, the college course competencies and the process required to earn college credit.
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent course (*see competency list attached*).
3. If required for articulation, ensure students are prepared to take industry certification exams, complete a professional portfolio documenting their work, or take a final exam to measure their level of skill and competence in the coursework.
4. Submit final grades for all students registered to earn Tech Prep college credit no later than June of the current academic year.
5. Attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership & support implementation of the Tech Prep articulated program.

Articulation Review and Renewal:

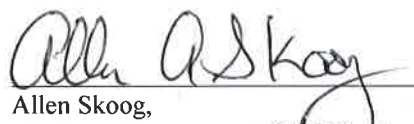
The designated program facilitators, college administrators and/or instructors and high school faculty will meet regularly to revise or discuss the articulation agreement. Agreements must be reviewed/updated and

re-signed by college faculty/deans and CTE directors/HS teachers on a schedule, not to exceed a three (3) year rotation, or as deemed necessary due to changes in HS/college course content or structure. Individual teacher verification forms must be signed and submitted annually. Minor revisions can be made via phone calls, correspondence or email.

**PROGRAM ARTICULATION AGREEMENT
Business, General**

**PARTICIPATING INSTITUTIONS
Cheney School District, Spokane Falls Community College**


We the undersigned representatives of the Northeast Washington Technical Education Consortium (NEWTEC), agree to all provisions of the articulation program/course agreement, have reviewed the course competencies, and understand the process to which students may be granted college credit through the Tech Prep program. We commit staff time and resources to ensure successful program implementation.


Allen Skoog,
Cheney School District CTE Director

2/27/17
Date


Linda Roth,
SFCC Faculty

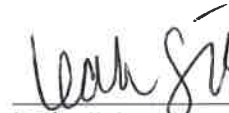
2/2/17
Date


Adam Smith,
Cheney HS Teacher

2-28-17
Date


Lora Sent,
SFCC Program Dean

02-06-2017
Date


Leah Silvieus,
Cheney HS Teacher

2-28-17
Date


Kevin Brockbank,
Vice Provost for Strategic Partnerships

3/10/17
Date

Original 3/16/09; Renewed 05/18/11 renewal rotation; Revised 03/30/12 to realign with new SFCC course numbers; 11/07/12 adding additional credit for certification; Renewal 2016-17

CAPPS 141 - WORD I

COURSE LEARNING OUTCOMES (CLOs)

1. Create and edit basic documents.
2. Demonstrate how to change layout and format text.
3. Add graphics and visual elements and create tables.
4. Effectively use MS Office Word vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce required documents by the due date and in the time allotted.

Course Outline

INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading.

I. CREATE AND EDIT BASIC DOCUMENTS

- A. Organize and Save Documents
- B. View Header and Footers and Print Documents
- C. Create and Edit a New Document
- D. Select and Format Text
- E. Preview and Print Documents, Close a Document, and Close Word
- F. Use the Microsoft Help System

II. CHANGE THE LAYOUT OF THE DOCUMENT AND FORMAT TEXT LAYOUT

- A. Change Document and Paragraph Layout
- B. Work with Tab Stops
- C. Change and Reorganize Text
- D. Create and Modify Lists
- E. Work with Headers and Footers
- F. Insert Frequently Used Text and Symbols
- G. Insert and Format References and Create Reference Pages

III. ADD GRAPHICS AND VISUAL ELEMENTS AND CREATE TABLES

- A. Insert Clip Art and Pictures
- B. Modify Clip Art and Pictures
- C. Add Visual Elements
- D. Create a Table
- E. Format Tables
- F. Delete Table Elements
- G. Create a Table from Existing Text

CAPPS 142 - WORD II

1. Demonstrate the ability to work with special document formats.
2. Create and modify styles, outlines, templates, building blocks, charts, and Web pages and supporting information.
3. Demonstrate the ability to correctly use review and collaboration features.
4. Effectively use MS Office Word vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce required documents by the due date and in the time allotted.

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading.

II. USE STYLES, OUTLINES, AND SPECIAL FORMATTING

- A. Use Existing Styles
- B. Create and Modify New Styles
- C. Create an Outline
- D. Modify an Outline Using Outline View
- E. Use and modify WordArt
- F. Add a horizontal line
- G. Create and modify multi-column documents
- H. Add special formatting and use special character formats
- I. Use and modify SmartArt drawing tools

III. CREATE CHARTS AND WEB PAGES AND LOCATING SUPPORTING INFORMATION

- A. Create a Chart
- B. Format a Chart
- C. Preview and Save a Document as a Web Page
- D. Insert and Modify Text and Graphic Hyperlinks
- E. Save a Document as a Web Log
- F. Locate Supporting Information

IV. USE TEMPLATES AND BUILDING BLOCKS

- A. Create a Document Using a Template
- B. Use Microsoft Office Online Templates
- C. Use Building Blocks
- D. Use comments in a Document
- E. Track Changes in a Document
- F. Compare and Combine Documents
- G. Circulate Documents for Review

CAPPS 241 MICROSOFT WORD III

COURSE LEARNING OUTCOMES (CLOs)

1. Demonstrate the ability to effectively use advanced table features.
2. Create and modify all components of a mass mailing.
3. Demonstrate the ability to modify and personalize Word settings.
4. Create and modify forms.
5. Demonstrate how to manage a document.
6. Effectively use Word vocabulary and tools presented in the unit.
7. Manage time and resources to independently produce required documents by the due date and in the time allotted

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. USE ADVANCED TABLE FEATURES

- A. Create and Apply a Custom Table Style
- B. Format and Position Tables
- C. Modify Table Properties
- D. Use Advanced Table Features
- E. Draw a Freeform Table
- F. Use a Quick Table

III. CREATE MASS MAILINGS AND CUSTOMIZE WORD

- A. Merge a Data Source and a Main Document
- B. Create a Form Letter and a Data Source
- C. Create a Form Envelope and Attach a Data Source
- D. Create Form Labels and Attach a Data Source
- E. Modify Word Settings
- F. Modify the Document Window
- G. Customize the Quick Access Toolbar

IV. CREATE STANDARDIZED FORMS AND MANAGE DOCUMENTS

- A. Creating a Customized Form
- B. Modify and Protect Forms
- C. Save and Use a Form as a Template
- D. Protect Documents
- E. Attach Digital Signatures to Documents
- F. Prepare Documents

CAPPS 151 - EXCEL I

COURSE LEARNING OUTCOMES (CLOs)

1. Create a basic worksheet and chart data.
2. Demonstrate proficiency using multiple-sheet workbooks.
3. Use Excel vocabulary and navigation tools presented in the unit.
4. Manage time and resources to independently produce required documents by the due date and in the time allotted

Course Outline

- I. INTRODUCTION AND ORIENTATION
Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading
- II. CREATE A BASIC WORKSHEET AND CHART DATA
 - A. Start Excel and Navigate a Worksheet
 - B. Select Parts of a Worksheet
 - C. Enter Data, Construct a Formula, and Use the SUM Function
 - D. Format Data, Cells, and Worksheets
 - E. Insert a Footer into a Worksheet
 - F. Delete Unused Worksheets and Preview and Print a Worksheet
 - G. Print Formulas, Close a Workbook, and Exit Excel
 - H. Check Spelling and Edit a Worksheet
 - I. Enter Data by Range
 - J. Create and Copy Formulas
 - K. Use Format Painter and Chart Data
 - L. Use Microsoft Excel Help
- III. USE MULTIPLE-SHEET WORKBOOKS
 - A. Use a Multiple-sheet Workbook
 - B. Enter a Series
 - C. Copy and Paste Cell Contents
 - D. Use the Office Clipboard
 - E. Total the Worksheet Range and Enter a Grand Total
 - F. Format a Multiple-sheet Workbook Group
 - G. Insert Columns and Rows in Multiple Worksheets
 - H. Copy a Worksheet
 - I. Create Formulas with Absolute Cell References and Copy Formats
 - J. Find and Replace Text and Hide and Unhide Columns
 - K. Conduct a What-if Analysis and Use Statistical Functions

CAPPS 152 - EXCEL II

COURSE LEARNING OUTCOMES (CLOs)

1. Demonstrate the ability to construct IF functions, work with large worksheets, and apply special formatting.
2. Create charts and tables and apply sorting and filtering to the data.
3. Demonstrate the ability to insert graphic elements into worksheets and charts.
4. Effectively use MS Office Excel vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce specified projects by the due date or in the time allotted.

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. CONSTRUCT IF FUNCTIONS, WORK WITH LARGE WORKSHEETS, AND APPLY SPECIAL FORMATTING

- A. Construct an IF Function
- B. Link Data In Workbooks
- C. Create IF Functions that Return Text
- D. Emphasize Data Using Conditional Formatting
- E. Format with Themes
- F. Add Information In the Header and Footer
- G. Enter Dates
- H. Format Large Worksheets
- I. Apply Number Formats
- J. Control Print Options

III. CREATE CHARTS AND TABLES; SORT AND FILTER DATA

- A. Use Text Orientation
- B. Create a Column Chart
- C. Create a Chart Sheet and Edit the Chart
- D. Create and Modify a Pie Chart
- E. Apply a Theme to a Chart
- F. Print Charts
- G. Sort Data
- H. Convert Text Into Columns
- I. Apply Conditional Formatting Using Data Bars and Color Scales

IV. INSERT GRAPHIC ELEMENTS INTO WORKSHEETS AND CHARTS

- A. Format With Graphic Images Including Wordart to Enhance Worksheets
- B. Insert Smartart Graphics
- C. Create, Edit, and Publish a Web Page
- D. Create Specialized Charts
- E. Format Column Charts With Pictures and Other Graphic Elements

CAPPS 251 EXCEL III

COURSE LEARNING OUTCOMES (CLOs)

1. Demonstrate the ability to use named rates, templates, and 3-D references.
2. Demonstrate the ability to import data, expand a table, and utilize database features.
3. Demonstrate the ability to use a variety of functions that can be used to aid decision making.
4. Effectively use Excel vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce required projects by the due date and in the time allotted

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. USE NAMED RANGES, TEMPLATES, AND 3-D REFERENCES

- A. Create Formulas Using Named Ranges
- B. Utilize Lookup Lists
- C. Customize and Use Microsoft Created Templates
- D. Transpose Data In a Worksheet and Apply Cell Styles
- E. Use 3-D References to Link Data In Worksheets and Workbooks and Create a Workspace
- F. Create Hyperlinks

III. IMPORT DATA, EXPANDING A TABLE, AND UTILIZE DATABASE FEATURES

- A. Create and Expand a Table and Insert a Calculated Column
- B. Create and Sort a Custom List
- C. Filter by Using Advanced Criteria
- D. Evaluate Data with Database Functions
- E. Import Data to Excel
- F. Create Lookup Tables in Another Workbook
- G. Enter Subtotals and Outline the Worksheet
- H. Link and Embed a Worksheet and Chart into Word Documents

IV. USE FUNCTIONS TO AID DECISION MAKING

- A. Create Text Functions
- B. Create Statistical Functions
- C. Insert Date and Time Functions
- D. Create Logical Functions and Insert a Comment
- E. Insert Financial Functions
- F. Create What-If Analysis with Goal Seek
- G. Determine Future Value and Present Value

CAPPS 161 - ACCESS I

COURSE LEARNING OUTCOMES (CLOs)

1. Use Access to create, edit, save, and print a new database table and one from a template.
2. Use an existing database to sort, filter, and query the database.
3. Effectively use Access vocabulary and navigation tools presented in the unit.
4. Manage time and resources to independently produce required projects by the due date or in the time allotted.

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. CREATE BASIC DATABASE TABLES

- A. Start Access
- B. Create a Database and Enter Data Using a Template
- C. Modify a Template Table
- D. Find, Modify, and Print Records
- E. Use the Access Help System and Exit Access
- F. Create a New Database and Tables
- G. Modify the Table Design
- H. Format a Table For Printing

III. SORT, FILTER, AND QUERY DATABASES

- A. Open and Rename an Existing Database
- B. Sort Records
- C. Filter Records
- D. Open, Edit, Sort, and Print an Existing Query
- E. Create Table Relationships and a Simple Query
- F. Create a Select Query
- G. Specify Criteria in a Query
- H. Specify Compound Criteria in a Query

CAPPS 162 ACCESS II

COURSE LEARNING OUTCOMES (CLOs)

1. Create forms, work with records, and create reports using Access.
2. Demonstrate the ability to work effectively with intermediate table features.
3. Demonstrate the ability to work effectively with intermediate query features.
4. Effectively use MS Office Access vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce required projects by the due date.

Course Outline

INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

I. CREATE FORMS AND REPORTS

- A. Create a Form
- B. Add, Delete, Edit, and Print Records in a Form
- C. Modify the Design of a Form in Layout View
- D. Modify the Design of a Form in Design View
- E. Create a Report
- F. Modify the Design of Report in Layout View
- G. Modify the Design of a Form in Design View
- H. Keep Grouped Records Together and Print a Report.

II. ENHANCE TABLES

- A. Modify Existing Tables
- A. Customize the Navigation Pane
- B. Create and Modify Table Relationships
- C. Enter Records Using a Subdatasheet
- D. Change Data Types
- E. Set Field Properties
- F. Create Data Validation Rules and Validation Text
- G. Create a Lookup Field
- H. Attach Files to Records

III. ENHANCE QUERIES

- A. Create Calculated Fields
- B. Use Aggregate Functions
- C. Create a Crosstab Query
- D. Find Duplicate and Unmatched Records
- E. Create a Parameter Query and a Make Table Query
- F. Create an Append Query and a Delete Query
- G. Create an Update Query
- H. Modify the Join Type

CAPPS 261 - ACCESS III

COURSE LEARNING OUTCOMES (CLOs)

1. Customize forms and reports.
2. Create advanced forms and reports.
3. Integrate Access with other MS Office applications.
4. Effectively use Access vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce required projects by the due date and in the time allotted.

Course Outline: INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

I. CUSTOMIZE FORMS AND REPORTS

- A. Create a Form in Design View
- B. Change and Add Controls
- C. Format a Form and Make a Form User Friendly
- D. Create a Report in Design View
- E. Add Controls to a Report
- F. Group, Sort, and Total Records in Design View
- G. Create a Crosstab Report

II. CREATE ADVANCED FORMS AND REPORTS

- A. Create a Split Form
- B. Create a Form, a Sub form, and a Multi-Page Form
- C. Create and Modify a Sub report
- D. Create a Report Based on a Parameter Query
- E. Create an Alphabetic Index

III. INTEGRATE ACCESS WITH OTHER APPLICATIONS

- A. Import Data from a Word Table
- B. Use Mail Merge to Integrate Access and Word
- C. Import Data from an Excel Workbook
- D. Insert an Excel Chart into a Report
- E. Import from and Link to another Access Database
- F. Export Data to Word
- G. Export Data to Excel
- H. Export Data to an HTML File and an XML File

CAPPS 171 POWERPOINT I

COURSE LEARNING OUTCOMES (CLOs)

1. Work with and edit an existing basic presentation.
2. Create a new basic presentation
3. Format slide elements.
4. Effectively use PowerPoint vocabulary and navigation tools presented in the unit.
5. Manage time and resources to independently produce required projects by the due date and in the time allotted.

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. WORK WITH AND EDIT A BASIC PRESENTATION

- A. Open, View, and Save a Presentation with Footers
- B. Edit a Presentation in Normal View Using the Outline Tab
- C. Edit a Presentation in Normal View Using the Slides Tab
- D. Edit a Presentation in Slide Sorter View
- E. View a Slide Show
- F. Add Speaker Notes to a Presentation
- G. Add Headers and Footers to Notes Pages
- H. Preview and Print Slides and Notes Pages
- I. Use the Microsoft Help System

III. CREATE A NEW BASIC PRESENTATION

- A. Create a New Presentation
- B. Modify Slide Text and Format Fonts
- C. Move and Copy Text
- D. Create a Presentation Using a Design Theme
- E. Modify a Design Theme
- F. Modify Slide Backgrounds
- G. Format Slide Content

IV. FORMAT A PRESENTATION

- A. Format slide text
- B. Create a customized color theme
- C. Insert an image using clip art
- D. Size and move an image
- E. Format bullets and numbering
- F. Insert an image from a file
- G. Insert and customize an image from a file
- H. Modify slide master elements

CAPPS 172 POWERPOINT II

COURSE LEARNING OUTCOMES (CLOs)

1. Enhance a presentation with graphic elements.
2. Apply advanced graphic techniques and insert sound.
3. Use a variety of delivery options in a presentation.
4. Use charts in a presentation.
5. Effectively use PowerPoint vocabulary and tools presented in the unit.
6. Manage time and resources to independently produce required projects by the due date and in the time allotted.

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. ENHANCE A PRESENTATION WITH GRAPHIC ELEMENTS

- A. Insert and Format Shapes
- B. Insert Text Into Shapes
- C. Insert and Format Smartart
- D. Insert and Format Wordart

III. APPLY ADVANCED GRAPHIC TECHNIQUES AND INSERT SOUND

- A. Change the Brightness and Contrast Of a Picture
- B. Add a Border to a Picture
- C. Change the Shape Of a Picture
- D. Enhance a Presentation With Sound
- E. Create a Photo Album
- F. Edit a Photo Album and Add a Caption
- G. Crop a Picture

IV. DELIVERY OPTIONS IN A PRESENTATION

- A. Apply and Modify Slide Transitions
- B. Apply Custom Animation Effects
- C. Modify Animation Effect
- D. Insert Hyperlinks
- E. Create Custom Slide Shows
- F. Present and View a Slide Presentation

V. PRESENTATIONS USING CHARTS AND GRAPHICS

- A. Create and Modify Line Charts
- B. Create and Modify Column Charts
- C. Create and Modify Pie Charts
- D. Create and Apply a Chart Template
- E. Apply Animation to a Chart

CAPPS 271 - POWERPOINT III

COURSE LEARNING OUTCOMES (CLOs)

1. Use tables in and publish presentations.
2. Integrate PowerPoint with other applications.
3. Create a unique culminating project presentation with at least 12 slides that meets specific criteria.
4. Effectively use PowerPoint vocabulary and tools presented in the unit.
5. Manage time and resources to independently produce required projects by the due date and in the time allotted.

Course Outline

I. INTRODUCTION AND ORIENTATION

Discuss CAPPS Syllabus and assignment sheets including all policies and procedures including time management, student responsibilities, ethical behavior in regard to assignment completion, required materials, support services, methods for earning credits, and grading

II. USE TABLES AND PUBLISH PRESENTATIONS

- A. Add a Table to a Presentation
- B. Add or Delete Table Rows, Columns, or Cells
- C. Move and Size a Table
- D. Modify a Table
- E. Copy a Presentation to a CD, a Local Disk Drive, a Network Drive, or a Flash Drive
- F. Publish a PowerPoint Presentation as a Web Page

III. INTEGRATE POWERPOINT WITH OTHER APPLICATIONS

- A. Embed and Insert a Chart from Excel
- B. Paste an Excel Chart into Your Presentation and Link to Data in Excel
- C. Set a Password for a Presentation
- D. Insert Outline Text from Word into a PowerPoint Presentation

IV. CULMINATING PROJECT

Create a unique PowerPoint presentation that meets specified, comprehensive criteria.