


NEWTEC


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 Community College course(s) have been approved for Tech Prep articulation with Colfax School District high school course(s) as listed below:

High School / Course Title	College / Course Title	Credits
Colfax HS Integrated Communications (CIP 520301/7) <i>(Each component graded separately)</i>	SCC	
Microsoft Word certification	CATT 120/121 Microsoft Word I/II	2.5 + 2.5
Microsoft Excel certification	CATT 138/139 Microsoft Excel I/II	2.5 + 2.5
Microsoft PowerPoint certification	CATT 190/191 Intro to PowerPoint/ Advanced PowerPoint	2.5 + 2.5
Microsoft Access certification	CATT 122/123 Microsoft Access I/II	2.5 + 2.5

**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:

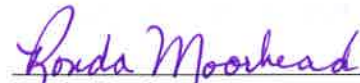
The designated program facilitators, college administrators and/or instructors and high school faculty will meet regularly to revise or discuss the articulation agreement. Agreements must be reviewed/updated and re-signed by college faculty/deans and CTE directors/HS teachers on a schedule, not to exceed 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
Colfax School District and Spokane 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.


 Michael Morgan, Carrie Lipe 1/30/17
 Colfax School District CTE Director Date


 Ronda Moorhead, 1/23/17
 SCC Faculty Date


 Tina Scholz, 1/30/17
 Colfax HS Teacher Date


 Jeff Brown, 1-23-17
 SCC Program Dean Date


 Kevin Brockbank, 2/27/17
 Vice Provost for Strategic Partnerships Date

Original 06/03/13
 Renewed 2015-16

Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Word I

Prefix and Course Number: CATT 120

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Use Microsoft word to create and edit documents
- Print a variety of documents
- Enhance documents by applying formats

Course Outline:

- I. Work with Text
 - A. Use undo, redo, and repeat command
 - B. Use spelling, thesaurus, and grammar features
 - C. Insert page breaks
 - D. Select and change font and font size
 - E. Find and replace text
 - F. Apply character effects (superscript, subscript, strikethrough, small caps and outline)
 - G. Insert symbols and date and time
 - H. Create and apply frequently used text with Autocorrect
 - I. Use the office Assistant
- II. Work with paragraphs
 - A. Align text in paragraphs (center, left, right and justified)
 - B. Add bullets and numbering
 - C. Set character, line, and paragraph spacing options
 - D. Use indentation options (left, right, first line and hanging indent)
 - E. Apply borders and shading to paragraphs
 - F. Use tabs command (center, decimal, left and right)
 - G. Create an outline style numbered list
 - H. Set tabs with leaders
- III. Work with Documents
 - A. Use print preview and Web page preview
 - B. Insert page numbers
 - C. Set margins and page orientation

Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Word II
Prefix and Course Number: CATT 121

Course Learning Outcomes:

By the end of this course, a student should be able to:

This course is a continuation of CATT 120.

- Learn and apply functions of Microsoft word to add headers, footers and page numbers to documents.
- Create and modify column structure
- Use Wizard and templates to create new documents
- Create and modify tables by adding borders
- Change table structure
- Enhance documents with pictures and charts
- Perform a mail merge
- Create a blog post
- Work with templates
- Understand skills required for the Microsoft Word MOUS certification examination

Course Outline:

- I. Advanced Work with Text
 - A. Use WordArt and SmartArt
 - B. Incorporate drop caps
 - C. Use symbols and special typographic symbols
 - D. Change character and paragraph spacing
- II. Advanced Work with paragraphs
 - A. Set tab stops
 - B. Insert manual page break
 - C. Create, edit, modify and format tables
- III. Advanced Work with Documents
 - A. Format headings with Quick Styles
 - B. Create headers and footers
 - C. Create footnotes and endnotes
 - D. Insert a cover page
 - E. Add page border
 - F. Understand and customize document themes, styles, and style sets

Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Excel I

Prefix and Course Number: CATT 138

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Learn and apply functions of Microsoft Excel I

Course Outline:

- I. Overview of Microsoft Excel I which includes:
 - A. Basic functions
 - B. Modify
 - C. Create
 - D. Format
 - E. Print
 - F. Spreadsheets
 - G. Certification examination preparation

Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Excel II

Prefix and Course Number: CATT 139

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Learn and apply Advanced functions of Microsoft Excel II

Course Outline:

- I. Overview of advanced Microsoft Excel II which includes:
 - A. Functions
 - B. Worksheets
 - C. Workbooks
 - D. Formulas and functions
 - E. Charts and objects
 - F. Modify
 - G. Create
 - H. Format
 - I. Print
 - J. Spreadsheets

Print Date: 7/16/14
Course Objectives/Course Outline
Spokane Community College

Course Title: PowerPoint

Prefix and Course Number: CATT 190

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Create, edit, enhance and run a presentation

- I. PowerPoint Presentations
 - A. Design Guidelines
 - B. Add/Edit Slides
 - C. Special Slides
 - D. Slide Shows
 - E. Errors

- II. Outline View and Clip Art
 - A. Outline View Presentations
 - B. Revising Layouts
 - C. Importing, Sizing, Moving Clip Art
 - D. Headers and Footers
 - E. Animation
 - F. Faxing
 - G. Slide Shows

Course Objectives/Course Outline
Spokane Community College

Course Title: Advanced PowerPoint

Prefix and Course Number: CATT 191

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Learn and apply advanced PowerPoint functions

Course Outline:

- I. Overview which includes:
 - A. Advanced features of PowerPoint
 - B. Modify
 - C. Create presentations
 - D. Customize color schemes
 - E. Charts
 - F. Graphs
 - G. Build and modify organization charts
 - H. Import word and excel documents
 - I. Add links
 - J. Add animation

Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Access I
Prefix and Course Number: CATT 122

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Apply functions of database management

Course Outline:

- I. Theory and application in basic concepts of:
 - A. Terminology
 - B. Relational database management
 - C. Plan and design databases
 - D. Build and modify tables and forms
 - E. Explore Microsoft Access MOUS certification examination

Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Access II

Prefix and Course Number: CATT 123

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Learn and apply advanced functions of database management

Course Outline:

- I. Theory and application in advanced concepts of:
 - A. View and organize information
 - B. Define relationships
 - C. Produce reports
 - D. Integrate with other applications