W A S H I N G T O N
TECH PREP

NEWTEC

PROGRAM ARTICULATION AGREEMENT

COMMUNITY
COLLEGES
OF SPOKANE

College Program: Business, General   **CIP: 52.0201**
Career Pathway: Management
Career Cluster: Business Management & Administration

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, articulated credit will be granted.

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

High School / Course Title	College / Course Title	Credits
Medical Lake HS Microsoft Office Technology Specialist *(Each component graded separately; students must earn MOS certification in specified Microsoft application.)* Microsoft Word (certification)	SCC: CATT 120/121 Microsoft Word I/II **OR** SFCC: CAPPS 141/142/241 Word I/II/III	5 6
Microsoft Excel (certification)	SCC: CATT 138/139 Microsoft Excel I/II **OR** SFCC: CAPPS 151/152/251 Excel I/II/III	5 6
Microsoft PowerPoint (certification)	SCC: CATT 190/191 Introduction to PowerPoint/Advanced PowerPoint **OR** SFCC: CAPPS 171/172/271 PowerPoint I/II/III	5 6

***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.

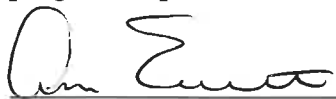**Articulation Review and Renewal:**
The designated program facilitators, college administrators and/or instructors and high school faculty will meet regularly to revise or discuss the articulation agreement. Agreements must be reviewed/updated and re-signed by college faculty/deans and CTE directors/HS 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.

<div style="text-align:center">

PROGRAM ARTICULATION AGREEMENT
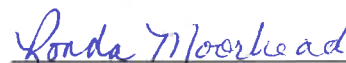**Business, General**

PARTICIPATING INSTITUTIONS
Medical Lake School District,
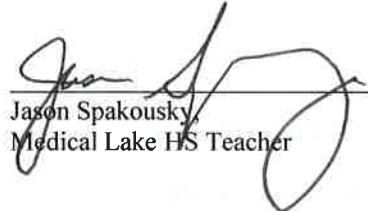**Spokane Community College and Spokane Falls Community College**

</div>

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.

Ann Everett, 4-12-14 Date	Ronda Moorhead, 1/28/16 Date
Medical Lake School District CTE Director	SCC Faculty
Jason Spakousky, 4-11-16 Date	Jeff Brown, 1-26-16 Date
Medical Lake HS Teacher	SCC Program Dean
	Linda Roth, 2/18/16 Date
	SFCC Faculty
	Lora Senf, Date
	SFCC Program Dean
	Kevin Brockbank, 3/10/16 Date
	Vice Provost of Strategic Partnerships

Original 10/10/11; Renewal 02/23/15
Update student articulation procedures effective 09/01/15

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
- Use Word's writing tools
- 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 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 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

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

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

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 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 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 product 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

6/2013DE