WASHINGTON
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 West Valley School District (Spokane) high school course(s) as listed below:

High School / Course Title	College / Course Title	Credits
Dishman Hills High School *(MOS Certification required)*	SFCC	
Intro to Business Tech – Excel	CAPPS 151/152/251 Excel I/II/III	6
Intro to Business Tech – PowerPoint	CAPPS 171/172/271 PowerPoint I/II/III	6
Intro to Business Tech – Word	CAPPS 141/142/241 Word I/II/III	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. **Students cannot earn "retroactive credit" for courses taken in previous years.**
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*).

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
West Valley School District and 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.

Brad Liberg,   1/9/14 Date
West Valley School District CTE Director

Linda Roth,   Date
SFCC Faculty

Lauren House,   1/9/14 Date
Dishman Hills HS Teacher

Glen Cosby,   12/13/13 Date
SFCC Program Dean

Cheri Osmuss,   1/9/14 Date
Dishman Hills HS Teacher

Nancy Fair-Szofran,   1-15-14 Date
Provost

Original 10/30/12
Revised 11/01/13: added Word and Excel; increased credit

SFCC **CAPPS 141, 2 credits** **Word Competencies Articulation**
Exploring and Navigating Word Window, viewing documents
Creating and editing a new document; Organizing and saving documents
Selecting and formatting text, changing font, font size
Preview and print documents
Using spelling, grammar checker, and thesaurus
Margins and paragraph layout—setting margins, aligning text, changing line spacing, space before and after paragraphs, indenting
Tabs—setting, formatting, removing, left, right, center
Changing text—format painter, reveal formatting, cutting, copying, and pasting; dragging, copying, moving, pasting; undoing and redoing; finding and replacing; non-breaking spaces and hyphens; line breaks
Inserting and formatting graphics—using text effects, resizing pictures, wrapping text, applying picture styles and artistic effects, borders. Inserting and modifying smart graphics.
Creating and modifying lists—bulleted lists, numbered lists, customizing bullets
Creating and working with tables—adding text, creating bulleted lists in a table, formatting, merging, changing borders.
Templates—locating and creating templates. Removing template controls and formatting.
Research Papers—inserting and modifying footnotes, creating citations, bibliographies, references, managing document properties
Newsletters—creating multi-columns, column breaks, inserting clip art and screen shots.
Mail Merge—creating letters and labels using merge wizard.
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of Word skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC **CAPPS 142, 2 credits** **Word Competencies Articulation**
Applying and Modifying Quick Styles, changing themes, creating new styles, manage styles
Create multi-level lists, modifying and applying styles
Change style set and paragraph spacing of a document, change style set
Inserting a chart and entering/editing data
Creating a web page from a Word document
Insert and Modify Hyperlinks in a Word Document
Creating a Blog Post, inserting hyperlinks in a blog post
Locating Word Settings, Word options
Locating Supporting Information, Research Task Pane, Translating text from research pane
Using Advanced Find and Replace Proofing Options, text formatting, wildcards, spelling and grammar
Creating Building Blocks, Viewing Building Blocks, Creating Graphic Building Block
Creating and Saving a Theme Template
Using Comments, inserting, editing, and deleting comments
Track Changes in a document, managing, using review pane, turning on track changes, accepting or rejecting changes in a document. Combine documents.
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of Word skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC
CAPPS 241, 2 credits
Word Competencies Articulation

Using Advanced Table Features
Create, Modify and Apply a Custom Table Style
Format Cells
Merging and Splitting Cells; Positioning Text within Cells
Use Advanced Table Features
Sorting Tables by Category; Converting Text to a Table
Resizing Tables; Using Formulas in Tables
Updating Formula Fields in Tables; Adding Captions to Tables
Modify Table Properties
Draw a Freeform Table
Adding and Removing Columns and Rows
Inserting Text and Graphics
Changing Text Direction; Distributing Rows and Columns
Formatting a Table
Use Nested Tables
Create Mass Mailings
Merge a Data Source and a Main Document
Using an Excel worksheet as a data source
Filtering records; Matching fields and applying rules
Creating envelopes
Edit and sort a data source
Create a data source and a directory
Creating Standardized Forms and Managing Documents
Create a Customized Form
Save the form as a template
Inserting Plain Text; Date Picker; Drop-Down List; Combo Box; Check Box Content
Modify and Protect a Form
Customize the Ribbon
Format Pictures and Text Boxes
Removing background and correcting colors in a picture
Cropping, rotating, and aligning pictures; Stacking and grouping objects
Prepare a Document for Distribution
Inspecting a Document and Restricting Editing
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of Word skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC
CAPPS 151, 2 credits
Excel Competencies

Exploring and Navigating Excel Window components, defining worksheets, workbooks
Selecting columns, rows, cells, ranges, and worksheets
Creating headers and footers, page setup, page margins, printing options, setting a print range
Entering data; autocomplete; entering numbers, dates, formatting numbers
Editing data in cells, undo, redo, clear contents
Formulas—Autosum, Sum, average, max, min, median
Formulas—IF, count, counta, countif, date, today, now,
Formulas—order of precedence; absolute and relative cell addresses
Spell checking options; inserting, viewing, and deleting comments
Understanding and using the Help feature
Autofill and fill handle, creating a series, duplicating data
Insert, delete, and adjust rows and columns
Aligning cell contents, merging cells, text wrap, rotating text
Apply cell formatting—font, borders, shading, format painter, clearing cell formats
Copying and moving cell contents; multiple selections, entire worksheets, pasting data from another workbook; drag and drop
Display and print formulas
Printing gridlines, row and column headings, setting print quality
Range names—create, modify, delete; use named ranges in formulas
Create, Sort, and Filter and Excel table
Edit and Format Multiple Worksheets at same time
Analyzing and charting data
Formatting a pie chart—percentages, 3D, rotating, exploding, formatting chart area
Line Charts and Column Charts—formatting axes, plot areas, legends
Use Goal Seek for what if analysis
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of Excel skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC
CAPPS 152, 2 credits
Excel Competencies

Using financial functions—PMT
Using Goal Seek
Creating a data table—two variable table, calculate options
Defining names—range names, insert data into named ranges, use in formulas
Lookup Functions—Vlookup, Hlookup
Validating Data—creating validation lists
Manage large workbooks—Go To Special, Hide columns, Arrange workbooks, and split worksheets
Enhance worksheets with themes and styles—change and customizing
Format a worksheet to share—page breaks, repeating column/row titles, inserting/modifying hyperlinks
Saving in other file formats—web page, csv, pdf, xps
Advanced sort techniques—multiple columns, custom lists
Custom and advanced filters—using autofilter, custom criteria, extracting filtered rows
Subtotaling, outlining and grouping a list of data
Creating and Formatting Sparklines and 3D Column charts—editing chart title, adding, formatting, and aligning axis titles, editing source data, formatting chart, and chart walls
Creating and Formatting a Line Chart—deleting legend, changing chart title, change values on axis, formatting plot area and data series, inserting trendline
Create and Modify SmartArt graphics—create a process SmartArt, modify diagram style
Create and Modify an Organization Chart—add effects
Create Templates—insert and modify images, WordArt, formatting templates, saving files as templates
Protecting worksheets
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of Excel skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC CAPPS 251, 2 credits Excel Competencies
Pivot Table and Pivot Chart
Create a PivotTable Report
Use Slicers and Search Filters
Using a Slicer to Filter a PivotTable
Clearing Filters and Filtering by Using the Search Box
Modify a Pivot Table Report
Rearranging a PivotTable Report
Displaying PivotTable Report Details in a New Worksheet
Displaying PivotTable Data on Separate Pages
Changing Calculations in a PivotTable Report
Formatting a PivotTable Report
Updating PivotTable Report Data
Create and Modify a PivotChart Report
Trace Precedents and Dependents to Audit Worksheet Formulas
Using the Trace Precedents Command
Using the Trace Dependents Command
Using the Trace Error Command
Use Error Checking to Audit Worksheet Formulas
Using Error Checking
Circling Invalid Data
Use the Watch Window to Monitor Cell Values
Using the Data Analysis, Solver, and Scenario Features
Calculate a Moving Average
Creating a Custom Number Format
Calculating a Moving Average
Modifying the Moving Average Chart
Project Income and Expenses
Determine a Break-Even Point
Charting the Break-Even Point with a Line-Chart
Use Solver
Evaluate Complex Formulas
Create Scenarios
Creating a Scenario Using the Scenario Manager
Creating a Scenario Using Solver
Creating a Scenario Summary
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of Excel skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC
CAPPS 171, 2 credits
PowerPoint, Competencies

Identifying parts of the PowerPoint window; accessing commands; opening and closing files
Editing presentations—use outline, promote and demote text, deleting and moving slides
Format and Edit presentation using the slide pane and slide sorter—edit text, change slide layout, check spelling, adding speaker notes
Creating headers and footers on slides, creating headers and footers on notes pages
Printing—preview and printing handouts and slides; print notes pages
Creating a presentation—using design template, change design; modify slides, find and replace text, insert new slides, insert clip art, change font size
Formatting a Presentation—changing fonts and font sizes, font styles and font effects, font colors; format painter, changing text case; changing text alignment
Add pictures—apply style, apply and remove picture artistic effects
Editing presentation—editing presentation outline, inserting slides from and existing presentation, finding and replacing text
Format a presentation—change fonts, font sizes, styles, colors, aligning text and changing line spacing, modifying slide layout
Use slide sorter view—deleting slides, moving slides
Apply slide transitions—apply transitions to a presentation, reading view
Format Numbered and Bulleted Lists
Inserting clip art—moving and sizing images, changing the shape of a picture
Inserting text boxes and shapes—adding text to shapes, sizing, and positioning
Formatting Objects—applying shape fills, outlines, and styles, duplicating objects
Removing picture backgrounds and inserting WordArt—removing the background, adding soft edges, applying WordArt styles
Creating and Formatting SmartArt Graphics—adding shapes, changing color, converting to text, adding shapes
Customizing slide backgrounds and themes—changing theme colors and fonts, applying a background style, adding picture backgrounds, applying background fills
Animating a slide show—applying entrance effects and effect options, setting animation timing
Inserting Videos—inserting, formatting, editing, and compressing
Creating and modifying tables
Creating and modifying charts—column, line, and animating
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC
CAPPS 172, 2 credits
PowerPoint, Competencies

Creating Custom Templates—displaying and editing slide masters, saving a presentation as a template, formatting slide masters
Applying a Custom Template to a presentation
Creating and editing comments
Publishing a presentation and creating handouts
Protecting a presentation
Applying Advanced Graphic Techniques and Inserting Audio and Video
Use Picture Corrections—using sharpen and soften on a picture, recoloring, changing brightness
Adding borders to pictures
Adding a WordArt object and embedding a picture
Adding an embedded audio, setting a trigger, adding a linked video
Creating a photo album, editing, and adding captions
Cropping pictures
Delivering presentations—Applying and modifying slide transitions
Apply custom animation effects, modify animation effects
Inserting hyperlinks—to a web page, to another slide, to a new file, action buttons
Present and view a slide presentation—hiding a slide, using navigation tools, creating a self-running presentation
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.

SFCC
CAPPS 271, 2 credits
PowerPoint III, Competencies

Applying Advanced Graphic Techniques and Inserting Audio and Video
Use Picture Corrections
Using sharpen and soften
Changing the brightness and contrast of a picture
Recoloring a picture
Add a Border to a Picture
Change the Shape of a Picture
Add a Picture to a WordArt Object
Enhance a Presentation with Audio and Video
Adding an Embedded Audio to a Presentation
Setting a Trigger for an Embedded Audio in a Presentation
Adding a Linked Video to a Presentation
Changing the Trigger for a Linked Video in a Presentation
Create a Photo Album
Edit a Photo Album and Add a Caption
Crop a Picture
Delivering a Presentation
Apply and Modify Slide Transitions
Advancing slides Automatically
Apply Custom Animation Effects
Adding Entrance Effects
Adding Emphasis Effects
Adding Exit Effects
Adding Motion Paths
Modify Animation Effects
Setting Effect Options
Insert Hyperlinks
Inserting a Hyperlink to a Web Page
Inserting a Hyperlink to a Slide in Another Presentation
Inserting a Hyperlink to an E-mail address
Inserting a Hyperlink to a New File
Creating an Action Button
Create Custom Slide Shows and Hyperlinked Slide Shows
Present and View a Slide Presentation
Hiding a Slide
Using the Onscreen Navigation Tools
Using the Annotation Tool
Create a Self-Running Presentation
Competency Testing: Multiple tests designed to cover competencies listed above. Tests should be timed and designed to demonstrate knowledge and application of skills in a business application. Amount of time should be adjusted according to the length and difficulty of each exam.