



## PROGRAM ARTICULATION AGREEMENT

**College Program: Office Assistant**  
**Career Pathway: Administrative and Information Support**  
**Career Cluster: Business, Management and Administration**

**CIP: 52.0408**

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 Riverside School District high school course(s) as listed below:**

High School / Course Title	College / Course Title	Credits
Riverside HS Digitools	SCC <u>OR</u> SFCC BT 101 Keyboarding	5

*\*see attached list(s) of competencies for articulated courses*

### 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 e-mail.

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Office Assistant**

**PARTICIPATING INSTITUTIONS**

**2008 - 2009 School Year**

**Riverside School District,**

**Spokane Community College 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.

Talana Mielke 12-12-08  
Talana Mielke, Date  
Riverside SD CTE Director

Ronda Moorhead 1/6/09  
Ronda Moorhead, Date  
SCC Faculty

Brad Adams 12/15/08  
Brad Adams, Date  
Riverside HS Teacher

Tom Gribble 1-7-09  
Tom Gribble, Date  
SCC Program Dean

Linda Roth 1-14-09  
Linda Roth, Date  
SFCC Faculty

Frank Powers 1/14/09  
Frank Powers, Date  
SFCC Program Dean

Trina Miller 12/15/08  
Trina Miller, Date  
Tech Prep Director/NEWTEC

Original 2003  
Renewed/Modified 11/24/08: Renewal rotation, update template. -gmf

## **KEYBOARDING COMPETENCIES**

SCC—BT 101 (Software Requirements – Word 2007)

5 CREDITS (requires passing Comprehensive I and II exams with 80% or better)

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- Utilize class time effectively and efficiently; apply previously learned concepts; improve editing and proofreading skills
- Meet deadlines including attendance and tardiness requirements
- Demonstrate respect for self and others by behaving in an appropriate and professional manner
- Understand and be able to use Windows terminology
- Demonstrate ability to use the mouse, scroll bars, dialog boxes, and toolbars
- Able to start and exit programs; minimize and maximize windows
- Use Help to problem solve
- Work with multiple programs
- Understand file management
- Work with My Computer and Windows Explorer to move and copy files
- View files, create and rename folders with My Computer and Windows Explorer
- Delete files
- Key by touch at a minimum of 25 wpm, with no more than 6 errors on a three-minute timing
- Demonstrate correct keyboarding techniques and control of computer parts
- Space correctly with various marks of punctuation
- Learn to use proofreader marks
- Format personal and business letters in block style
- Format manuscripts with title pages
- Format tables
- Use a computer software package to facilitate completing the above objectives and to learn software functions

