



## 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, 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 Newport School District high school course(s) as listed below:**

High School / Course Title	College / Course Title	Credits
Newport HS Business Computer courses (each component graded separately) Microsoft Word Core	SCC: CATT 120 Microsoft Word I CATT 121 Microsoft Word II <b>OR</b> SFCC: CAPPS 110 Word	2.5 2.5 3-5
Microsoft Excel Core	SCC: CATT 138 Microsoft Excel I CATT 139 Microsoft Excel II <b>OR</b> SFCC: CAPPS 112 Excel	2.5 2.5 3-5
PowerPoint Core	SCC: CATT 190 Introduction to PowerPoint CATT 191 Advanced PowerPoint <b>OR</b> SFCC: CAPPS 116 PowerPoint	2.5 2.5 3

*\*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.

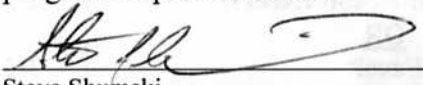
4. Submit final grades for all students registered to earn Tech Prep college credit no later than June of the current academic year.
5. Attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership & support implementation of the Tech Prep articulated program.

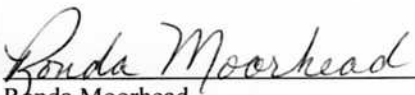
**Articulation Review and Renewal:**

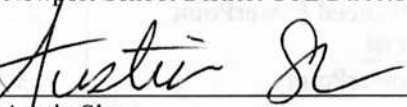
The designated program facilitators, college administrators and/or instructors and high school faculty will meet regularly to revise or discuss the articulation agreement. Agreements must be reviewed/updated and re-signed by college faculty/deans and CTE directors/HS teachers on a schedule, not to exceed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

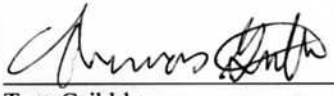
**PROGRAM ARTICULATION AGREEMENT****Business, General****PARTICIPATING INSTITUTIONS****2008 - 2009 School Year****Newport School District,****Spokane Community College and Spokane Falls Community College**

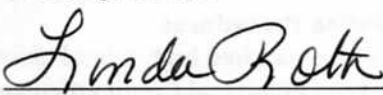
We the undersigned representatives of the Northeast Washington Technical Education Consortium (NEWTEC), agree to all provisions of the articulation program/course agreement, have reviewed the course competencies, and understand the process to which students may be granted college credit through the Tech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

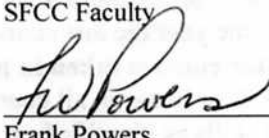
  
 Steve Shumski,  
 Newport School District CTE Director  
 1/21/09  
 Date

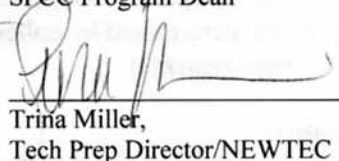
  
 Ronda Moorhead,  
 SCC Faculty  
 1/18/09  
 Date

  
 Austin Sloan,  
 Newport HS Teacher  
 1/21/09  
 Date

  
 Tom Gribble,  
 SCC Program Dean  
 1-12-09  
 Date

  
 Linda Roth,  
 SFCC Faculty  
 1-14-09  
 Date

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

  
 Trina Miller,  
 Tech Prep Director/NEWTEC  
 1/8/09  
 Date

Original 2003

Renewed/Modified: 12/16/08 renewal rotation, update template. -gmf

**SCC WORD COMPETENCIES**

CATT 120 – 1 or 2.5 credits

CATT 121 - 2.5 credits (requires completion of CATT 120 and passing final exam with 70%)

<b>CATT 120</b> <b>1 credit</b>	<ul style="list-style-type: none"><li>• Start and quit Word</li><li>• Describe the Word window</li><li>• Enter text in a document</li><li>• Check spelling as you type</li><li>• Save a document</li><li>• Format text, paragraphs, and document elements</li><li>• Undo and redo commands or actions</li><li>• Insert a picture and format it</li><li>• Print a document</li><li>• Change document properties</li><li>• Open a document</li><li>• Correct errors in a document</li><li>• Use Word's Help</li></ul>
<b>CATT 120</b> <b>2.5 credits</b> <b>includes 1 credit material</b>	<ul style="list-style-type: none"><li>• Describe the MLA documentation style for research papers</li><li>• Change line and paragraph spacing in a document</li><li>• Use a header to number pages of a document</li><li>• Apply formatting using shortcut keys</li><li>• Modify paragraph indentation</li><li>• Create and modify styles</li><li>• Insert and edit citations and their sources</li><li>• Add a footnote to a document</li><li>• Insert a manual page break</li><li>• Create a bibliographical list of sources</li><li>• Move text</li><li>• Find and replace text</li><li>• Use the Research task pane to look up information</li><li>• Format characters and paragraphs</li><li>• Insert and format clip art</li><li>• Set and use tab stops</li><li>• Identify the components of a business letter</li><li>• Insert the current date</li><li>• Create and insert a building block</li><li>• Insert a Word table, enter data in the table, and format the table</li><li>• Use a template to create a document</li><li>• Fill in a document template</li><li>• Copy and paste using the Office Clipboard</li><li>• Indent paragraphs</li><li>• Insert a Quick Part</li><li>• Sort a List</li><li>• Use print preview to view and print a document</li><li>• Address and print an envelope</li><li>• Save a Word document as a Web page</li><li>• Insert a hyperlink</li><li>• Add a background color with a pattern</li><li>• Use Windows Explorer to view a Web page</li></ul>

**CATT 121**

**2.5 credits**

**includes CATT 120 material**

- Border and shade a paragraph
- Insert and format a SmartArt graphic
- Insert a watermark
- Insert a section break
- Insert a Word document in an open document
- Insert headers and footers
- Modify and format a Word table
- Sum columns in a table
- Create a chart from a Word table
- Add picture bullets to a list
- Create and apply a character style
- Draw a table
- Explain the merge process
- Use the Mail Merge task pane and the Mailings tab on the Ribbon
- Use a letter template as the main document for a mail merge
- Insert and format a shape on a drawing canvas
- Create and edit a data source
- Insert merge fields in a main document
- Create a multilevel list
- Use an IF field in a main document
- Merge and print form letters
- Sort data records
- Address and print mailing labels and envelopes
- Merge all data records to a directory
- Change page orientation
- Modify table properties
- Create and format WordArt
- Insert a symbol in a document
- Insert and format a floating graphic
- Format a document in multiple columns
- Format a character as a drop cap
- Insert a column break
- Modify a style
- Place a vertical rule between columns
- Insert and format a text box
- Copy and paste using a split window
- Balance columns
- Modify and format a SmartArt graphic
- Add a page border
  
- Pass final exam with 70% or better

