

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 Spokane Public Schools high school course(s) as listed below:

High School / Course Title	College / Course Title	Credits
Ferris Havermale Lewis & Clark North Central Rogers Shadle Park Computer Applications I	SCC OR 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:

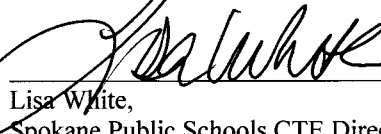
1. Ensure all students receive a copy of the course syllabus outlining information about Tech Prep, the college course competencies and the process required to earn college credit.
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent 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.

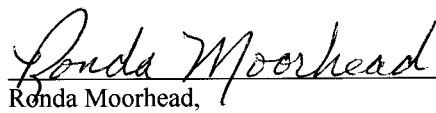
Articulation Review and Renewal:


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 email.

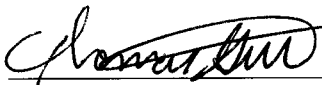
PROGRAM ARTICULATION AGREEMENT**Office Assistant****PARTICIPATING INSTITUTIONS****2008 - 2009 School Year****Spokane Public Schools, Spokane Community College and Spokane Falls Community College**

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.

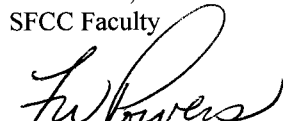
 1/14/09
 Lisa White, Date
 Spokane Public Schools CTE Director

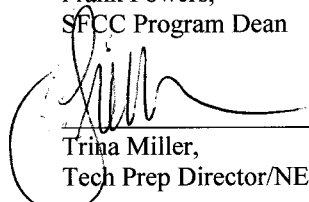
 12/12/08
 Ronda Moorhead, Date
 SCC Faculty

 1/14/09
 Christi Harter, Date
 Spokane Public Schools CTE Coordinator

 12/12/08
 Tom Gribble, Date
 SCC Program Dean

 1-14-09
 Linda Roth, Date
 SFCC Faculty

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

 1/14/09
 Trina Miller, Date
 Tech Prep Director/NEWTEC

Original 2003

Renewed 12/11/08: Renewal rotation, update template. --gmf

KEYBOARDING COMPETENCIES

SCC—BT 101

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

- 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

SFCC, BT 101

**Keyboarding Competencies
Articulation for 1 or 5 credits**

1 credit	Correct keyboarding technique: maintain home row position with proper wrist placement, eyes on copy, operate all keys with correct fingers, efficient and organized work area
	Able to key alphabetical, numerical, and symbol text, correctly and knows spacing rules associated with the various keys; able to identify what counts as an error
	Able to key alphabetical text for 3 minutes: 28 wpm, 5 or fewer errors (Evaluate at least 5 times—average best 3 attempts)
5 credits (includes 1 credit material)	Able to use proofreader's symbols accurately and correctly
	Understands and uses correct spacing rules for punctuation, numbers, and symbols
	Reports: business and academic reports. Able correctly format using correct spacing, page numbering, headers and footers, bulleted and enumerated lists, title pages, footnotes, bibliographies, table of contents
	Business Letters and Memorandums: Able to correctly format block and modified block letters and memos using proper placement on page, proper use and placement of all parts of the letter Able to format memos and letters with lists.
	Tables: Able to correctly format boxed, ruled, and open tables. Understands placement of numerical data and text in columns. Able to size columns and center table horizontally and vertically
	Keyboarding speed—3 minutes: 38 wpm, 5 or fewer errors (evaluate at least 7 times—average best 5 attempts)
	Business Document Testing: Able to correctly format and prepare letters, memos, reports, tables in a timed situation. (multiple tests for each subject area—evaluate formatting accuracy and proofreading)
Word Skills	<p>Students should be able to understand and use:</p> <p>Word terminology, special keys, screen terminology</p> <p>Saving, opening, and printing files</p> <p>Print preview, page layout, normal view, print layout</p> <p>Font—size, style, bold, italic, underline</p> <p>Line spacing and margins</p> <p>Alignment – left, right, center, justified</p> <p>Indents—left, right, hanging indents, increase/decrease indents</p> <p>Borders and Shading</p> <p>Spell check</p> <p>Headers and footers—page numbering, suppressing, location of text</p> <p>Tables—inserting, column, row, cell, navigating within, merging</p> <p>Footnotes/Endnotes</p> <p>Tabs—left, right, center, dot leaders</p>