



Course Articulation Agreement Procedures and Provisions

OFF182 - Introduction to Microsoft Office: Excel

1 Credit

Students will learn the basic functions of Microsoft Excel.

STUDENT PROCEDURES

1. Enroll in the required high school class.
2. Register for Tech Prep dual credit at www.bigbend.edu/techprep.
3. Register for the 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.**
4. Earn a grade of 'B' (**3.0**) or better in all courses required under the articulation agreement.
5. Complete all required skills as identified on the competency profile.
6. 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.

TEACHER PROCEDURES

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. See attached "College Tech Prep Notice to Students."
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 **within 30 days** of high school course completion.
5. Attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership and support implementation of the Tech Prep articulated program.

ARTICULATION PROVISIONS

1. Credits in this course can be applied to degree requirements in the following programs:
 - Accounting Technician
 - Office Information Technology
 - Business Medical Services
 - Computer Science Technology

COURSE COMPETENCIES

OFF182 INTRODUCTION TO MS OFFICE: EXCEL

1 Credit

1. Start Excel
2. Identify parts of the Excel window
3. Understand formulas
4. Enter labels and values
5. Use AutoSum
6. Edit cell entries
7. Enter and edit a simple formula
8. Switch worksheet views
9. Choose print options
10. Create a complex formula
11. Insert a function
12. Type a function
13. Copy and move cell entries
14. Use relative cell references
15. Use absolute cell references
16. Copy formulas/relative references
17. Copy formulas/absolute references
18. Round a value with a function
19. Format values
20. Change font and font size
21. Change attributes and alignment
22. Adjust column width
23. Insert and delete rows and columns
24. Apply colors, patterns, and borders
25. Apply conditional formatting
26. Name and move a sheet
27. Check spelling and grammar
28. Plan and create a chart
29. Move and resize a chart
30. Change the chart design and layout
31. Format a chart
32. Annotate and draw on a chart
33. Create a pie chart
34. Preview and print a chart

College Tech Prep Notice to Students

The high school syllabus MUST include a notice to students indicating the course is Tech Prep approved and articulated with one or more colleges.

The following statement is a **sample** notice. You can use/modify the statement below to include in your syllabus:

Example:

This course is College Tech Prep approved and articulated with Big Bend Community College and the following program areas:

Office Information Technology
Accounting Technology
Agriculture Technology
Business Medical Services and
Computer Science Technology

Students, who demonstrate proficiency of the college course competencies with a 'B' (3.0) or better grade, may earn college credit through the Tech Prep dual credit registration process. The college competencies are attached to this syllabus. During the (semester/year) all competencies will be covered in class...some may require additional independent work by the student. To earn college credit students are required to pass a skill check/assessment with the high school instructor.

Students may earn credit for the following college course(s):

OFF182 College Course Number 1 credit

Intro to Microsoft Office: Excel College Course Name