



Course Articulation Agreement Procedures and Provisions

OFF185 - Intro to Microsoft Office: Integration

1 Credit

Students will learn the basic functions of Microsoft and will use Word, Excel, Access and Power Point to create an integrated project.

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

COURSE COMPETENCIES

OFF185 INTRODUCTION TO MICROSOFT OFFICE: INTEGRATION

1. Integrate a Word document.
2. Integrate an Excel document.
3. Integrate an Access document.
4. Use a minimum of ten slides.
5. Choose an appropriate design theme for the presentation.
6. Format text changing color, font, and size.
7. Include clip art and/or photographs.
8. Include transitions throughout the presentation.
9. Include animated bullets. Change the style of bullets at least once.
10. Include the animation of objects such as graphics, SmartArt diagrams, charts and chart elements.
11. Convert text to SmartArt.
12. Insert, duplicate, and align and group objects.
13. Insert and format WordArt.
14. Customize background style of one slide (noticeably).
15. Use your name and OFF 180 as a footer.
16. Use slide show commands.
17. Use the slide timing feature. Allow ample time for each slide.
18. Prepare note pages. (Include notes on at least two slides.)
19. Format a datasheet
20. Create a form
21. Use Form Layout View
22. Add fields to a form
23. Modify form controls
24. Create calculations
25. Modify tab order
26. Insert an image
27. Preview a report
28. Use the Report Wizard
29. Use Report Design View
30. Use report sections
31. Add subtotals and counts
32. Resize and align controls
33. Format a report
34. Change page layout

Mailable copy is essential. No spelling or grammatical errors. Quality of the presentation is a must. Students should prepare the outline first to give a sense of direction.

Sample Topics are listed below.

1. You work for a travel agency. Determine which countries were the most popular vacation spots. Make projections for next year. Prepare a slide presentation for the branch manger.
2. You are the person in your company who recommends which software packages should be purchased.
3. You have decided to recommend Microsoft Office. Create a PowerPoint presentation illustrating the advantages of each application in the Office suite.
4. You have been asked to give a six-week basic computer course for adults who have never used a computer. It is your responsibility to create slides for the course introduction, course description, course requirements, course textbooks, and grading policy. Each weekly class session lasts for 50 minutes. Each student has a computer on his/her desk.
5. Assume you will present a lecture on one of the units in your textbook. Use PowerPoint to outline your presentation.
6. Suppose you are the owner of your own store in downtown Moses Lake. You compare first and second quarter sales and then project sales for third quarter.

7. You are a member of the Lioness' Club of Moses Lake. As treasurer, it is your responsibility to prepare a report that shows what food items were sold (such as space burgers) at last summer's Grant County Fair and to make a recommendation (projection) as to what should be sold at next year's fair.
8. You are a member of the Care Team at Moses Lake High School. Each year the Care Team sponsors a retreat on leadership for students. Money must be raised. You have been chosen to speak to various clubs including Rotary. You decide to prepare a PowerPoint presentation to emphasize the needs and costs of the retreat.
9. You are the personal secretary to the Governor's wife. She asks you to prepare a budget for the Christmas party for all of the staff (100 people). She quotes a figure of \$3,500. Things to consider could include money for gifts, decorations, invitations, food, entertainment, etc. You prepare two proposals and decide to create a PowerPoint presentation to illustrate your ideas.
10. You have been asked by your instructors to prepare a presentation to promote the Office Information Technology program. Things to consider: competency-based courses, variable credit, structured courses, job placement (compare the number of graduates working to those who completed one year), etc. Be creative!

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):

OFF185 _____ College Course Number **1** _____ credit

Intro to Microsoft Office: Integration _____ College Course Name