



Alabama Department of Postsecondary Education

Representing the Alabama Community College System

STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier: CIS/DPT111-2006-1 Identifier is the postsecondary course prefix followed by Plan-of-Instruction version number (e.g.; INT 100 (2007-1)).

Applicable CIP code(s): 11.0101

Postsecondary course prefix, number, and title: CIS/DPT 111 Word Processing Software Applications

Secondary Education course(s) title and number: 540203/450006 - Business Technology Applications + 540601/450031 - Business Technology Applications - Advanced

Initial Review: October 8, 2009 Annual DPE Review: February 14, 2012

Effective date: **Fall Semester 2011.**

Course Content Analysis (all postsecondary course objectives must be sufficiently addressed in the secondary courses):

Notes:

- 1 Skills and knowledge contained in the postsecondary course objectives must be present in the corresponding secondary objectives for a “match” to occur.**
- 2. Postsecondary and Secondary objectives must reflect similar content and performance levels before the course articulation agreement will be recommended to the TEDAC Oversight Committee.**
- 3. More than one Secondary Course may be used in order to articulate to a Postsecondary course.**

Postsecondary Course Objectives	Secondary Objectives and Location(s)	TEDAC Comments
<p>MODULE A – COMPUTER ESSENTIALS Competency: A1.0 Explain the system and hardware associated with word processing. Performance Objectives – None Learning Objectives: A1.1.1 Define terms associated with the computer system. A1.1.2 Explain the function of hardware devices. A1.1.3 Identify elements of the graphical user interface. A1.1.4 Explain the process of launching and exiting programs. A1.1.5 Explain various methods of file management.</p> <p>MODULE B – INTRODUCTION TO WORD PROCESSING Competency: B1.0 Use word processing to create basic documents. Performance Objective: B1.1 Use specified word processing features to create basic documents. Learning Objectives: B1.1.1 Define terms associated with word processing. B1.1.2 Identify parts of the document window. B1.1.3 Explain the importance of planning the document. B1.1.4 State various techniques for entering text in a document. B1.1.5 Explain the process for various methods to edit text. B1.1.6 State the importance of naming and saving files. B1.1.7 State the purpose of templates and wizards.</p> <p>MODULE C – WORKING WITH EXISTING DOCUMENTS Competency: C1.0 Use word processing to modify existing documents. Performance Objective: C1.1 Use specified word processing features to modify and save existing documents. Learning Objectives: C1.1.1 Explain the process of opening existing documents.</p>	<p>Business Technology Applications Unit – Computer Hardware and Software Content Standard(s) 1. Utilize advanced technology utilities, including compressing files, converting files, importing files, exporting files, and transferring data among applications. Learning Objective(s) 1. Describe networked computer functions. 2. Demonstrate electronic file management skills. 3. Identify hardware components 4. Compare hardware and software functions. 5. Compare functions of various operating systems. 6. Demonstrate basic computer and printer preventive maintenance. 7. Determine strategies to correct malfunctioning network systems, hardware, and software.</p> <p>Unit – Word Processing Applications Content Standard(s) 5. Utilize word processing software to demonstrate professional writing skills by producing and editing business correspondence documents using various data input techniques. Learning Objective(s): 1. Utilize e-mail messages in accordance with established business standards by recognizing appropriate electronic communication behavior 2. Demonstrate various manuscript formatting styles in business and correspondence documents 3. Utilize wizards and templates in business and correspondence documents</p>	

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<p>C1.1.2 Explain various techniques to navigate through documents.</p> <p>C1.1.3 State the purpose of selected advanced editing features.</p> <p>C1.1.4 Explain the difference between save and save as functions.</p> <p>MODULE D – FORMATTING DOCUMENTS</p> <p>Competency:</p> <p>D1.0 Perform formatting functions associated with word processing.</p> <p>Performance Objective:</p> <p>D1.1 Use selected features to format word processing documents.</p> <p>D1.2 Use selected features to format multiple page word processing documents.</p> <p>Learning Objectives:</p> <p>D1.1.1 Describe the various formatting features common to word processing.</p> <p>D1.1.2 State the function of various formatting features common to word processing.</p> <p>D1.1.3 State the steps for implementing various formatting features.</p> <p>MODULE E – TABLES</p> <p>Competency:</p> <p>E1.0 Create and modify tables in word processing documents.</p> <p>Performance Objective:</p> <p>E1.1 Use word processing features to create and modify tables.</p> <p>Learning Objectives:</p> <p>E1.1.1 Explain the importance of planning a table.</p> <p>E1.1.2 Describe methods to create tables.</p> <p>E1.1.3 State methods to enter text into tables.</p> <p>E1.1.4 Explain various methods to navigate in tables.</p> <p>E1.1.5 Describe various formatting and modifying features</p>	<p>Business Technology Applications – Advanced Unit – Word Processing Applications</p> <p>Content Standard(s):</p> <ol style="list-style-type: none"> 1. Construct written communication using correct business format, including letters of application, résumés, and follow-up letters. <p>Learning Objective(s):</p> <ol style="list-style-type: none"> 1. Identify and produce various types of letters. 2. Identify and produce various types of resumes. 3. Create online forms 4. Create web page designs 5. Merge information from various programs 6. Share documents 	

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<p>common to tables. E1.1.6 Explain techniques to modify table properties. Performance Objective: E1.2 Use sorting and calculating features in tables. Learning Objectives: E1.2.1 Explain the purpose of the sorting functions. E1.2.2 Explain the process of performing data calculations.</p> <p>MODULE F – COLUMNS Competency: F1.0 Create and revise multiple columns in a document. Performance Objective: F1.1 Use word processing features to create and revise columns. Learning Objectives: F1.1.1 Describe methods to create columns. F1.1.2 State methods to enter text into columns. F1.1.3 Explain various methods to navigate in columns. F1.1.4 Describe techniques to revise column layout. F1.1.5 Describe the method to create dropped capital letters.</p> <p>MODULE G – GRAPHICS Competency: G1.0 Use graphics, charts, and diagrams in word processing. Performance Objectives: G1.1 Insert and modify graphics in a word processing document. G1.2 Create diagrams and charts in a word processing document. Learning Objectives: G1.1.1 Explain various methods to insert images into a document. G1.1.2 Explain the process of inserting graphic fonts into a</p>		

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document. G1.1.3 Explain the process of modifying the location of graphics in a document. G1.1.4 Explain the process of inserting text boxes in a document. G1.1.5 Explain the process of changing object properties in a document. G1.1.6 Explain the function of selected graphic toolbar features.		