



**Alabama  
Department of  
Postsecondary Education**

**Representing the Alabama Community College System**

**STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES**

Articulation Agreement Identifier: CLR 101 (2009-1) Identifier is the postsecondary course prefix followed by Plan-of-Instruction version number (e.g.; INT 100 (2005-1)).

Applicable CIP code(s): 52.0408

Postsecondary course prefix, number, and title: CLR 101 – Beginning Keyboarding

Secondary Education course(s) title and number: 540203- Business Technology Applications

Initial Review: 02/22/11 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.**

| <b>Postsecondary Course Objectives</b>  | <b>Secondary Course Objectives</b>   | <b>TEDAC Comments</b> |
|---|--|-----------------------|
| <p><b>MODULE A – KEYBOARDING AND WORD PROCESSING</b><br/> <b>Competency:</b><br/>                     A1.0 Apply basic principles of keyboarding and word processing.<br/> <b>Performance Objective – None</b><br/> <b>Learning Objectives:</b><br/>                     A1.1.1 Define keyboarding and word processing.<br/>                     A1.1.2 Identify and explain terminology associated with keyboarding and word processing.<br/>                     A1.1.3 Explain the various types and purposes of basic business documents.<br/>                     A1.1.4 Describe basic functions associated with keyboarding and word processing software package(s).<br/>                     A1.1.5 Explain the differences among various keys on the keyboard. (i.e. alphabetic, numeric, and symbols)<br/>                     A1.1.6 Differentiate between the various types and purposes of basic business documents.<br/>                     A1.1.7 Describe the basic theory needed to produce documents on a standard keyboard.<br/>                     A1.1.8 Identify and explain the functions of the major components comprising a typical office computer (PC).</p> | <p><b>Unit - Computer Hardware and Software</b><br/> <b>Content Standards:</b><br/>                     1. Utilize advanced technology utilities, including compressing files, converting files, importing files, exporting files, and transferring data among applications.<br/>                     2. Analyze computer hardware to determine software compatibility.<br/>                     3. Diagnose problems related to technology systems, including advanced network systems, hardware, and software.<br/>                     23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.<br/> <b>Learning Objectives:</b><br/>                     1. Describe networked computer functions<br/>                     2. Demonstrate electronic file management skills<br/>                     3. Identify hardware components<br/>                     4. Compare hardware and software functions<br/>                     5. Compare functions of various operating systems<br/>                     6. Demonstrate basic computer and printer preventive maintenance<br/>                     7. Determine strategies to correct malfunctioning network systems, hardware, and software</p> <p><b>Unit – Data Input Skills</b><br/> <b>Content Standards:</b><br/>                     4. Utilize advanced features of word processing software,</p> |                       |

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| <p><b>MODULE B – KEYBOARDING TECHNIQUES</b><br/> <b>Competency:</b><br/>                     B1.0 Apply touch keyboarding techniques.<br/> <b>Performance Objective:</b><br/>                     B1.1 Demonstrate speed and accuracy in keyboarding techniques at a minimum rate of 25 wpm for 3 minutes with no more than three errors in a straight-copy timing.</p> <p>B1.2 Demonstrate the proper keyboard techniques for use of alphabetic keyboard, numeric, and symbol/special keys.</p> <p><b>Learning Objectives:</b><br/>                     B1.1.1 Identify the various methodologies/techniques associated with the touch keyboarding.<br/>                     B1.1.2 Explain the proper techniques associated with touch keyboarding principles/methodologies.<br/>                     B1.1.3 Identify proper ergonomic techniques associated with touch keyboarding.<br/>                     B1.1.4 Explain basic word processing task management and workspace organizational/arrangement skills.</p> <p>B1.2.1 Explain the proper use of keyboard techniques for alphabetic keyboard, numeric, and symbol/special keys.</p> | <p>including outlining, tracking changes, hyperlinking, creating macros, developing forms, and mail merging.</p> <p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p> <p><b>Learning Objectives:</b><br/>                     8. Format and key documents<br/>                     9. Create an outline<br/>                     10. Track changes<br/>                     11. Create hyperlinks<br/>                     12. Create macros<br/>                     13. Create a mail merge<br/>                     14. Create tables<br/>                     15. Develop forms</p> <p><b>Unit – Word Processing Applications</b><br/> <b>Content Standards:</b><br/>                     5. Utilize word processing software to demonstrate professional writing skills by producing and editing business correspondence documents using various data input techniques.<br/>                     23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p> <p><b>Learning Objectives:</b><br/>                     1. Utilize e-mail messages in accordance with established business standards by recognizing appropriate electronic communication behavior<br/>                     2. Demonstrate various manuscript formatting styles in</p> |                       |

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| <p><b>MODULE C – FORMATTING TECHNIQUES</b><br/> <b>Competency:</b><br/>           C1.0 Apply proper formatting techniques.<br/> <b>Performance Objective:</b><br/>           C1.1 Demonstrate proper formatting techniques as used for various documents and products (i.e. straight copy, correspondence reports, memoranda, letters, envelopes, etc.).<br/> <b>Learning Objectives:</b><br/>           C1.1.1 Identify the various types and purposes of basic business documents.<br/>           C1.1.2 Explain the various attributes associated with document spacing, editing, proofreading, and formatting.<br/>           C1.1.3 Explain proper formatting and technique to develop and generate basic communication, correspondence, reports, etc.<br/>           C1.1.4 Explain punctuation spacing rules, editing, proofreading, and composing various documents.<br/>           C1.1.5 Explain number expression and punctuation rules.<br/>           C1.1.6 Differentiate horizontal and vertical centering techniques.<br/>           C1.1.7 Explain the techniques used to create memoranda, letters, email, envelopes, etc.<br/>           C1.1.8 Explain block and modified block letter styles.<br/>           C1.1.9 Explain different punctuation styles.<br/>           C1.1.10 Explain the attributes of various documents (i.e.</p> | <p>business and correspondence documents<br/>           3. Utilize wizards and templates in business and correspondence documents</p> <p><b>Unit – Spreadsheet Applications</b><br/> <b>Content Standards:</b><br/>           6. Utilize spreadsheet features, including formulas, functions, sorting, and filtering data, templates, charts, and graphs in creating, editing, and printing workbooks.<br/>           23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.<br/> <b>Learning Objectives:</b><br/>           16. Create, edit, and print workbooks<br/>           17. Write formulas<br/>           18. Create functions<br/>           19. Sort and filter data<br/>           20. Create charts and graphs</p> <p><b>Unit – Database Applications</b><br/> <b>Content Standards:</b><br/>           7. Utilize advanced features of database software, including sorting, filtering, querying and merging data, and creating reports.<br/>           23. Demonstrate knowledge and skills gained through</p> |                |

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| <p>personal and business letters, reports, memoranda).</p> <p>C1.1.11 Explain the proper document formatting for various products. (i.e. personal and business letters, reports, memoranda)</p> <p>C1.1.12 Explain the proper format(s) associated with all parts of a report including a title page and reference page or bibliography.</p> <p><b>MODULE D – SPEED AND ACCURACY</b></p> <p><b>Competency:</b></p> <p>D1.0 Key at a minimum rate of 25 wpm for three minutes with three or fewer errors.</p> <p><b>Performance Objective:</b></p> <p>D1.1 Given straight copy and a 3-minute timing, key at a minimum rate of 25 wpm with three or fewer errors.</p> <p><b>Learning Objective:</b></p> <p>D1.1.1 Identify the basic techniques for enhancing and improving the speed and accuracy in keyboarding.</p> <p>D1.1.2 Describe the techniques associated with improving keyboarding and word processing speed and accuracy.</p> | <p>student organization activities to enhance leadership and teamwork.</p> <p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>• Organizing database content using formatting, editing, and records tools</li> </ul> <p><b>Unit – Presentation Applications</b></p> <p><b>Content Standards:</b></p> <p>8. Utilize advanced features of multimedia software, including photo, video, and audio editing, to create and present multimedia presentations using effective communication skills.</p> <p>9. Utilize digital tools to deliver commerce and information technology curriculum-related content to an audience.</p> <p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p> <p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>• Input and edit photos, videos, and audio clips</li> <li>• Create and present multimedia presentation</li> <li>• Analyze proper presentation techniques</li> <li>• Evaluate a variety of presentations</li> </ul> <ul style="list-style-type: none"> <li>• Determine effective digital tools for publishing projects</li> </ul> <p><b>Unit - Internet Applications</b></p> <p><b>Content Standards:</b></p> <p>10. Critique the Internet and digital information for validity, accuracy, bias, and current relevance.</p> |                       |

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|  | 11. Create a product that integrates information from multiple software applications.<br>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.<br><b>Learning Objectives:</b><br>21. Evaluate websites<br>22. Integrate information from multiple software applications |                       |