



**Alabama
Department of
Postsecondary Education**

Representing the Alabama Community College System

STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier: CLR 104 (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 104 – Advanced 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.**

Postsecondary Course Objectives	Secondary Course Objectives	TEDAC Comments
<p>MODULE A – KEYBOARDING, WORD PROCESSING TERMINOLOGY AND COMPUTER FUNDAMENTALS</p> <p>Competency: A1.0 Define advanced word processing terminology. Performance Objective: This competency is measured cognitively Learning Objectives: A1.1.1 Define terminology used in advanced word processing.</p> <p>Competency: A2.0 Explain selected advanced word processing software operating fundamentals. Performance Objective: This competency is measured cognitively Learning Objectives: A2.1.1 Define the purpose, use, and techniques associated with desktop computer and peripheral equipment regarding advanced word processing.</p> <p>Competency: A3.0 Explain the purpose of proper ergonomic positioning. Performance Objective: This competency is measured cognitively Learning Objectives: A3.1.1 Identify ergonomic characteristics of good body positioning and techniques associated with keyboarding.</p>	<p>Unit - Computer Hardware and Software</p> <p>Content Standards:</p> <ol style="list-style-type: none"> 1. Utilize advanced technology utilities, including compressing files, converting files, importing files, exporting files, and transferring data among applications. 2. Analyze computer hardware to determine software compatibility. 3. Diagnose problems related to technology systems, including advanced network systems, hardware, and software. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. <p>Learning Objectives:</p> <ol style="list-style-type: none"> 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 	

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<p>MODULE B – KEYBOARDING AND WORD PROCESSING DOCUMENTS</p> <p>Competency: B1.0 Explain differences among selected types of complex business documents.</p> <p>Performance Objective: B1.1 This competency is measured cognitively.</p> <p>Learning Objectives: B1.1.1 Define the various types of complex business documents used in a typical office environment. B1.1.2 Describe the unique format and layout requirements of selected complex business documents.</p> <p>Competency: B2.0 Produce, save, retrieve, edit, format, and print complex business documents</p> <p>Performance Objective: B2.1 Given generated straight copy save, retrieve and print complex business documents with acceptable speed and accuracy.</p> <p>Learning Objectives: B2.1.1 Define the processes associated with producing, saving, editing, retrieving, formatting, and printing complex business documents.</p> <p>Competency: B3.0 Produce selected complex business documents from unarranged copy.</p> <p>Performance Objective:</p>	<p>Unit – Data Input Skills</p> <p>Content Standards:</p> <p>4. Utilize advanced features of word processing software, 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>Learning Objectives:</p> <p>8. Format and key documents 9. Create an outline 10. Track changes 11. Create hyperlinks 12. Create macros 13. Create a mail merge 14. Create tables 15. Develop forms</p> <p>Unit – Word Processing Applications</p> <p>Content Standards:</p> <p>5. Utilize word processing software to demonstrate professional writing skills by producing and editing business correspondence documents using various data input techniques.</p> <p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p> <p>Learning Objectives:</p>	

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<p>B3.1 Demonstrate proper skills associated with using GUI features.</p> <p>Learning Objectives:</p> <p>B3.1.1 Describe the procedures used for formatting selected complex business documents.</p> <p>B3.1.2 Differentiate between the various/selected types of complex business documents and their purposes.</p> <p>MODULE C – SPEED AND ACCURACY</p> <p>Competency:</p> <p>C1.0 Key at a minimum rate of 45 wpm for five minutes with five or fewer errors.</p> <p>Performance Objective:</p> <p>C1.1 Demonstrate speed and accuracy in keyboarding techniques for a five-minute timed writing at a minimum rate of 45 wpm with no more than 5 errors.</p> <p>Learning Objectives:</p> <p>C1.1.1 Identify the basic attributes for enhancing and improving the speed and accuracy in keyboarding.</p> <p>C1.1.2 Describe the techniques associated with improving keyboarding and word processing</p>	<p>1. Utilize e-mail messages in accordance with established business standards by recognizing appropriate electronic communication behavior</p> <p>2. Demonstrate various manuscript formatting styles in business and correspondence documents</p> <p>3. Utilize wizards and templates in business and correspondence documents</p> <p>Unit – Spreadsheet Applications</p> <p>Content Standards:</p> <p>6. Utilize spreadsheet features, including formulas, functions, sorting, and filtering data, templates, charts, and graphs in creating, editing, and printing workbooks.</p> <p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p> <p>Learning Objectives:</p> <p>16. Create, edit, and print workbooks</p> <p>17. Write formulas</p> <p>18. Create functions</p> <p>19. Sort and filter data</p> <p>20. Create charts and graphs</p> <p>Unit – Database Applications</p> <p>Content Standards:</p> <p>7. Utilize advanced features of database software, including sorting, filtering, querying and merging data, and creating reports.</p> <p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p> <p>Learning Objectives:</p>	

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<p>speed and accuracy.</p> <p>C1.1.3 Explain variances between uses of the basic attributes for enhancing and improving speed and accuracy in keyboarding.</p> <p>MODULE D– PROOFREADING AND EDITING</p> <p>Competency:</p> <p>D1.0 Produce mailable documents</p> <p>Performance Objective:</p> <p>D1.1 Given straight copy in selected forms, proofread documents and identify corrections or errors with 100% accuracy.</p> <p>Learning Objectives:</p> <p>D1.1.1 Define techniques used in proper proofreading and error correction.</p> <p>Competency:</p> <p>D1.0 Produce mailable documents</p> <p>Performance Objective:</p> <p>D1.2 Given straight copy in selected forms, edit documents with identified errors with 100% accuracy.</p> <p>Learning Objectives:</p> <p>D1.2.1 Identify attributes for enhancing and improving the speed and accuracy in proofreading and error correction.</p> <p>Competency:</p> <p>D1.0 Produce mailable documents</p> <p>Performance Objective:</p> <p>D1.3 Given rough draft and unarranged copy, find and</p>	<ul style="list-style-type: none"> • Organizing database content using formatting, editing, and records tools <p>Unit – Presentation Applications</p> <p>Content Standards:</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>Learning Objectives:</p> <ul style="list-style-type: none"> • Input and edit photos, videos, and audio clips • Create and present multimedia presentation • Analyze proper presentation techniques • Evaluate a variety of presentations • Determine effective digital tools for publishing projects <p>Unit - Internet Applications</p> <p>Content Standards:</p> <p>10. Critique the Internet and digital information for validity, accuracy, bias, and current relevance.</p> <p>11. Create a product that integrates information from multiple software applications.</p> <p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p>	

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<p>correct unmarked and typographical errors in all selected documents/exams.</p> <p>Learning Objectives: D1.3.1 Explain procedures used for correctly formatting documents from rough draft and unarranged copy.</p> <p>MODULE E– ORGANIZATIONAL MANAGEMENT SKILLS</p> <p>Competency: E1.0 Perform project management and workspace organizational/ arrangement skills.</p> <p>Performance Objective: E1.1 Given complex office tasks, generate an accurate task management plan.</p> <p>Learning Objectives: E1.1.1 Define the attributes of an accurate office task management plan.</p> <p>Competency: E1.0 Perform project management and workspace organizational/ arrangement skills.</p> <p>Performance Objective: E1.2 Given complex office tasks and parameters, create an accurate organizational arrangement for office efficiency and productivity.</p> <p>Learning Objectives: E1.2.1 Identify attributes for enhancing and improving an office efficiency and productivity.</p>	<p>Learning Objectives: 21. Evaluate websites 22. Integrate information from multiple software applications</p>	