STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier: CLR 125 (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 125 – Basic Word Processing

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

Initial Review: 02/22/11   Annual DPE Review: February 9, 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 Objectives	Secondary Objectives	TEDAC COMMENTS
MODULE A – CREATING, SAVING, PRINTING, AND EDITING DOCUMENTS **Competency:** A1.0 Create, design, save, print, and edit documents using word processing software. **Performance Objective:** A1.1 Demonstrate proper procedures for creating, designing, saving, printing, and editing word processing documents. **Learning Objectives:** A1.1.1 Explain how to create and design a document using word processing software A1.1.2 Explain how to save a document using the Save features A1.1.3 Explain the process for using the various print features to print a document A1.1.4 Explain how to use Print Preview A1.1.5 Explain the process of editing documents by inserting and deleting text, selecting text, using overtype/insert modes, and using undo/redo **MODULE B – FORMATTING DOCUMENTS** **Competency:** B1.0 Describe the requirements for accurately formatting selected documents. **Performance Objective:** B1.1 Demonstrate proper word processing procedures for formatting documents. **Learning Objectives:** B1.1.1 Explain proper procedure for changing fonts B1.1.2 Explain the proper procedure for applying text formatting features to documents B1.1.3 Explain proper procedures for formatting paragraphs	**Unit - Computer Hardware and Software** **Content Standards:** 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. **Learning Objectives:** 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 **Unit – Data Input Skills** **Content Standards:** 4. Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, creating macros, developing forms, and mail merging. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. **Learning Objectives:** 8. Format and key documents 9. Create an outline	

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B1.1.4 Explain proper procedure for changing line spacing B1.1.5 Explain proper procedure for changing paper size B1.1.6 Explain proper procedure for changing margins B1.1.7 Explain procedure for changing page orientation B1.1.8 Explain the procedure for inserting hard page breaks B1.1.9 Explain the procedure for aligning text horizontally and vertically **MODULE C – CHANGING THE VIEW** **Competency:** C1.0 Change views within word processing software and documents **Performance Objective:** C1.1 Demonstrate proper techniques for changing the view in word processing documents **Learning Objectives:** C1.1.1 Explain proper procedure for changing the views using word processing software **MODULE D– TABS** **Competency:** D1.0 Manipulate tabs within word processing software and documents. **Performance Objective:** D1.1 Demonstrate proper techniques for using tabs **Learning Objectives:** D1.1.1 Explain the process of using the ruler to set tabs D1.1.2 Explain the process of using the Tabs dialog box **MODULE E – CLIPBOARD** **Competency:** E1.0 Accurately use the clipboard feature within word processing software and documents.	10. Track changes 11. Create hyperlinks 12. Create macros 13. Create a mail merge 14. Create tables 15. Develop forms **Unit – Word Processing Applications** **Content Standards:** 5. Utilize word processing software to demonstrate professional writing skills by producing and editing business correspondence documents using various data input techniques. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. **Learning Objectives:** 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	

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Performance Objective: E1.1 Demonstrate proper usage of the clipboard features **Learning Objectives:** E1.1.1 Explain the process of working with blocks of text E1.1.2 Explain the process of deleting, moving, copying, and cutting and pasting text **MODULE F – CUSTOMIZING DOCUMENTS** **Competency:** F1.0 Use the customizing functions for enhancing word processed documents. **Performance Objective:** F1.1 Demonstrate proper use of features for customizing documents **Learning Objectives:** F1.1.1 Explain the process of using headers and footers F1.1.2 Explain the process of using page numbering in a document F1.1.3 Explain the process of the find/replace features **MODULE G – TABLES AND CHARTS** **Competency:** G1.0 Accurately use the Creating Tables and Charts features within word processed documents. **Performance Objective:** G1.1 Demonstrate proper use of word processing features to produce tables and charts **Learning Objectives:**		

Postsecondary Objectives	Secondary Objectives	TEDAC COMMENTS
G1.1.1 Explain the procedure for creating tables G1.1.2 Explain the procedure for formatting tables G1.1.3 Explain the procedure for converting text to table **MODULE H -OTHER MISCELLANEOUS FEATURES** **Competency:** H1.0 Accurately use other selected (miscellaneous) word processing features. **Performance Objective:** H1.1 Demonstrate proper use of other miscellaneous word processing features **Learning Objective:** H1.1.1 Explain other miscellaneous word processing features		