**Alabama**
**Department of**
**POSTSECONDARY Education**
Representing the Alabama Community College System

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

Articulation Agreement Identifier: OAD 125 (2006-1)     Identifier is the postsecondary course prefix followed by Plan-of-Instruction version number (e.g.; INT 100 (2005-1)).

Applicable CIP code(s): 52.0401

Postsecondary course prefix, number, and title: OAD 125 - Word Processing

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

Initial Review: January 22, 2010          DPE Annual Review: March 13, 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 | TEADAC COMMENTS |
|---|---|---|
| **MODULE A – CREATING, SAVING, PRINTING, AND EDITING DOCUMENTS**<br>**Competency:**<br>A1.0 Explain the steps required to create, design, save, print, and edit documents using word processing software.<br>**Performance Objective:**<br>A1.1 Demonstrate proper procedures for creating, designing, saving, printing, and editing word processing documents.<br>**Learning Objectives:**<br><br>A1.1.1 Explain how to create and design a document using word processing software<br><br>A1.1.2 Explain how to save a document using the Save features<br><br>A1.1.3 Explain the process for using the various print features to print a document<br><br>A1.1.4 Explain how to use Print Preview<br><br>A1.1.5 Explain the process of editing documents by inserting and deleting text, selecting text, using overtype/insert modes, and using undo/redo<br>**MODULE B – FORMATTING DOCUMENTS**<br>**Competency:**<br>B1.0 Describe the requirements for accurately formatting selected documents.<br>**Performance Objective:**<br>B1.1 Demonstrate proper word processing procedures for formatting documents.<br><br>**Learning Objectives:**<br><br>B1.1.1 Explain proper procedure for changing fonts<br><br>B1.1.2 Explain the proper procedure for applying text formatting features to documents | **Unit -  Computer Hardware and Software**<br>**Content Standards:**<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>**Learning Objectives:**<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 | |

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| B1.1.3 Explain proper procedures for formatting paragraphs<br><br>B1.1.4 Explain proper procedure for changing line spacing<br><br>B1.1.5 Explain proper procedure for changing paper size<br><br>B1.1.6 Explain proper procedure for changing margins<br><br>B1.1.7 Explain procedure for changing page orientation<br><br>B1.1.8 Explain the procedure for inserting hard page breaks<br><br>B1.1.9 Explain the procedure for aligning text horizontally and vertically<br><br>**MODULE C – CHANGING THE VIEW**<br>**Competency:**<br>C1.0 Change views within word processing software and documents<br>**Performance Objective:**<br>C1.1 Demonstrate proper techniques for changing the view in word processing documents<br>**Learning Objectives:**<br>C1.1.1 Explain proper procedure for changing the views using word processing software<br><br>**MODULE D– TABS**<br>**Competency:**<br>D1.0 Manipulate tabs within word processing software and documents.<br>**Performance Objective:**<br>D1.1 Demonstrate proper techniques for using tabs<br>**Learning Objectives:**<br>D1.1.1 Explain the process of using the ruler to set tabs<br>D1.1.2 Explain the process of using the Tabs dialog box<br><br>**MODULE E – CLIPBOARD**<br>**Competency:** | **Unit – Data Input Skills**<br>**Content Standards:**<br>4. Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, creating macros, developing forms, and mail merging.<br>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.<br>**Learning Objectives:**<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<br>**Unit – Word Processing Applications**<br>**Content Standards:**<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.<br>**Learning Objectives:** | |

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| E1.0　Accurately use the clipboard feature within word processing software and documents.<br><br>**Performance Objective:**<br><br>E1.1　Demonstrate proper usage of the clipboard features<br><br>**Learning Objectives:**<br>E1.1.1　Explain the process of working with blocks of text<br>E1.1.2　Explain the process of deleting, moving, copying, and cutting and pasting text<br><br>**MODULE F – CUSTOMIZING DOCUMENTS**<br>**Competency:**<br>F1.0　Use the customizing functions for enhancing word processed documents.<br><br>**Performance Objective:**<br>F1.1　Demonstrate proper use of features for customizing documents<br><br>**Learning Objectives:**<br>F1.1.1 Explain the process of using headers and footers<br>F1.1.2 Explain the process of using page numbering in a document<br>F1.1.3 Explain the process of the find/replace features<br><br>**MODULE G – TABLES AND CHARTS**<br>**Competency:**<br>G1.0 Accurately use the Creating Tables and Charts features within word processed documents.<br><br>**Performance Objective:**<br>G1.1 Demonstrate proper use of word processing features to produce tables and charts<br><br>**Learning Objectives:** | 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 business and correspondence documents<br>3.　Utilize wizards and templates in business and correspondence documents | |

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