**Alabama
Department of
Postsecondary Education**

Representing the Alabama Community College System

STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier: SET 103 (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: _____ SET 103 – Intermediate Keyboarding _____

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 Course Objectives	Secondary Course Objectives	TEDAC Comments
MODULE A – KEYBOARDING, WORD PROCESSING TERMINOLOGY AND COMPUTER FUNDAMENTALS **Competency:** A1.0 Define typical keyboarding and word processing terminology. **Performance Objective – None** **Learning Objectives:** A1.1.1 Define terms and fundamentals of keyboarding and word processing. **Competency:** A2.0 Explain the basic selected word processing software operating fundamentals. **Performance Objective – None** **Learning Objectives:** A2.1.1 State the basic components of a desktop computer and peripheral word processing equipment. A2.1.2 Define the purpose, use, and techniques associated with desktop computer and peripheral equipment regarding word processing. **Competency:** A3.0 Explain the purpose of proper ergonomic positioning. **Performance Objective – None** **Learning Objectives:** A3.1.1 Identify ergonomic characteristics of good body positioning and techniques associated with keyboarding.	**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	

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MODULE B – WORD PROCESSING DOCUMENTS AND PRODUCTS **Competency:** B1.0 Explain differences among selected types of basic business documents. **Performance Objective – None** **Learning Objectives:** B1.1.1 Define the various types of keyboarded and/or word processed documents used in a typical office environment. B1.1.2 Describe the unique format and layout requirements of selected keyboarded and/or word processed documents. **Competency:** B2.0 Produce, save, retrieve, edit, format, and print letters, reports, tables, and memoranda. **Performance Objective:** B2.1 Given generated straight copy save, retrieve, and print properly formatted letters, reports, tables, and memoranda with acceptable speed and accuracy. **Learning Objectives:** B2.1.1 Define the processes associated with producing, saving, editing, retrieving, formatting, and printing keyboarded documents. B2.1.2 Differentiate between the techniques used for printing and saving letters, reports, tables, and memoranda. B2.1.3 Describe the unique format and layout	**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 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.	

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requirements of keyboarded and/or word processed reports. B2.1.4 Describe the unique format and layout requirements of keyboarded and/or word processed memoranda. B2.1.5 Describe the unique format and layout requirements of keyboarded and/or word processed tables. **Competency:** B3.0 Produce business documents from unarranged copy. **Performance Objective:** B3.1 Given straight copy, raw data, and copy materials, edit and produce properly formatted letters, reports, tables, and memoranda with acceptable speed and accuracy. **Learning Objectives:** B3.1.1 Describe the procedures used for formatting selected basic business documents. B3.1.2 Differentiate between the various/selected types of business documents and their purposes. **MODULE C – SPEED AND ACCURACY** **Competency:** C1.0 Key at a minimum rate of 35 wpm for five minutes with five or fewer errors. **Performance Objective:** C1.1 Given straight copy and a five-minute timing, key at a minimum rate of 35 wpm with five or fewer	**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 **Unit – Spreadsheet Applications** **Content Standards:** 6. Utilize spreadsheet features, including formulas, functions, sorting, and filtering data, templates, charts, and graphs in creating, editing, and printing workbooks. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. **Learning Objectives:** 16. Create, edit, and print workbooks 17. Write formulas 18. Create functions 19. Sort and filter data 20. Create charts and graphs	

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errors. **Learning Objectives:** C1.1.1 Identify the basic attributes for enhancing and improving the speed and accuracy in keyboarding. C1.1.2 Describe the techniques associated with improving keyboarding and word processing speed and accuracy. **MODULE D – PROOFREADING AND EDITING** **Competency:** D1.0 Produce mailable documents. **Performance Objective:** D1.1 Given straight copy in selected forms, proofread documents and identify corrections or errors. **Learning Objective:** D1.1.1 Define techniques used in proper proofreading and error correction. **Performance Objective:** D1.2 Given straight copy in selected forms, edit documents with identified errors. **Learning Objective:** D1.2.1 Identify attributes for enhancing and improving the speed and accuracy in proofreading and error correction. **Performance Objective:** D1.3 Given rough draft and unarranged copy, find and correct unmarked and typographical errors. **Learning Objective:**	**Unit – Database Applications** **Content Standards:** 7. Utilize advanced features of database software, including sorting, filtering, querying and merging data, and creating reports. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. **Learning Objectives:** • Organizing database content using formatting, editing, and records tools **Unit – Presentation Applications** **Content Standards:** 8. Utilize advanced features of multimedia software, including photo, video, and audio editing, to create and present multimedia presentations using effective communication skills. 9. Utilize digital tools to deliver commerce and information technology curriculum-related content to an audience. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. **Learning Objectives:** • Input and edit photos, videos, and audio clips • Create and present multimedia presentation • Analyze proper presentation techniques • Evaluate a variety of presentations	

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D1.3.1 Explain procedures used for correctly formatting documents from rough draft and unarranged copy. **MODULE E – ORGANIZATIONAL MANAGEMENT AND SKILLS** **Competency:** E1.0 Perform basic task management and workspace organizational/ arrangement skills. **Performance Objective:** E1.1 Given general office tasks, generate an accurate task management plan. **Learning Objective:** E1.1.1 Define the attributes of an accurate office task management plan. **Performance Objective:** E1.2 Given general office tasks and parameters, create an accurate organizational arrangement for office efficiency and productivity. **Learning Objective** E1.2.1 Identify attributes for enhancing and improving an office organizational functioning associated with efficiency and productivity.	• Determine effective digital tools for publishing projects **Unit - Internet Applications** **Content Standards:** 10. Critique the Internet and digital information for validity, accuracy, bias, and current relevance. 11. Create a product that integrates information from multiple software applications. 23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork. **Learning Objectives:** 21. Evaluate websites 22. Integrate information from multiple software applications	