



**Alabama  
Department of  
Postsecondary Education**

**Representing the Alabama Community College System**

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

Articulation Agreement Identifier: SET 110 (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 110 – Computer Navigation

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.**

<b>Postsecondary Course Objectives</b>	<b>Secondary Course Objectives</b>	<b>TEDAC Comments</b>
<p><b>MODULE A – INTRODUCTION TO PERSONAL COMPUTERS</b></p> <p><b>Competency:</b>                      A1.0 Apply knowledge of introductory information about the computer</p> <p><b>Performance Objective:</b> This competency is measured cognitively</p> <p><b>Learning Objectives:</b>                      A1.1.1 List and describe principal components of the computer                      A1.1.2 Define computer hardware and software terminology                      A1.1.3 Describe general computer information including memory, speed, and other specifications                      A1.1.4 Describe the log on and log off procedure</p> <p><b>MODULE B – WINDOWS AS A GRAPHICAL USER INTERFACE</b></p> <p><b>Competency:</b>                      B1.0 Apply knowledge of the role of Windows as a Graphical User Interface (GUI)</p> <p><b>Performance Objective:</b>                      B1.1 Demonstrate proper skills associated with using GUI features.</p> <p><b>Learning Objectives:</b>                      B1.1.1 Define a user interface                      B1.1.2 Identify the elements of a window                      B1.1.3 Describe basic mouse operations                      B1.1.4 Describe basic keyboard shortcuts                      B1.1.5 Explain drop-down menu structure</p>	<p><b>Unit - Computer Hardware and Software</b></p> <p><b>Content Standards:</b></p> <ol style="list-style-type: none"> <li>1. Utilize advanced technology utilities, including compressing files, converting files, importing files, exporting files, and transferring data among applications.</li> <li>2. Analyze computer hardware to determine software compatibility.</li> <li>3. Diagnose problems related to technology systems, including advanced network systems, hardware, and software.</li> <li>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</li> </ol> <p><b>Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Describe networked computer functions</li> <li>2. Demonstrate electronic file management skills</li> <li>3. Identify hardware components</li> <li>4. Compare hardware and software functions</li> <li>5. Compare functions of various operating systems</li> <li>6. Demonstrate basic computer and printer preventive maintenance</li> <li>7. Determine strategies to correct malfunctioning network systems, hardware, and software</li> </ol>	

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<p>B1.1.6 Explain how to use dialog boxes                      B1.1.7 Explain directory/folder structures and paths</p> <p><b>Performance Objective:</b>                      B1.2 Demonstrate skill in minimizing, maximizing, restoring, sizing, and moving windows</p> <p><b>Learning Objectives:</b>                      B1.2.1 Explain how minimize, maximize, restore, size, and move open windows                      B1.2.2 Describe how to use scroll bars</p> <p><b>MODULE C – DISK AND FILE MANAGEMENT</b>  <b>Competency:</b>  <b>C1.0 Apply knowledge and understanding of disk and file management within the Windows environment</b></p> <p><b>Performance Objective:</b>                      C1.1 Demonstrate proper methods of disk and file management within the Windows environment</p> <p><b>Learning Objectives:</b>                      C1.1.1 Explain how to organize work with hard disks, diskettes, CDs, etc.                      C1.1.2 Explain how to efficiently create and manage folders                      C1.1.3 Describe how to find, sort, list, and move folder contents                      C1.1.4 Explain how to use My Computer, Explore, and other Windows features                      C1.1.5 Explain how to send and restore files to/from the Recycle Bin</p>	<p><b>Unit – Data Input Skills</b>  <b>Content Standards:</b>                      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.</p> <p><b>Learning Objectives:</b>                      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><b>Unit – Word Processing Applications</b>  <b>Content Standards:</b></p>	

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<p><b>MODULE D– APPLICATIONS AND PROGRAMS IN THE WINDOWS ENVIRONMENT</b></p> <p><b>Competency:</b>  <b>D1.0 Apply knowledge of operations and programs in the Windows environment</b></p> <p><b>Performance Objective:</b>  D1.1 Demonstrate knowledge of operations and programs in the Windows environment</p> <p><b>Learning Objectives:</b>  D1.1.1 Explain the execution of operating system applications and other software applications within the Windows environment  D1.1.2 Describe how to multi-task applications in the Windows environment  D1.1.3 Explain the save, print, and retrieve process</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><b>Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Utilize e-mail messages in accordance with established business standards by recognizing appropriate electronic communication behavior</li> <li>2. Demonstrate various manuscript formatting styles in business and correspondence documents</li> <li>3. Utilize wizards and templates in business and correspondence documents</li> </ol> <p><b>Unit – Spreadsheet Applications</b></p> <p><b>Content Standards:</b></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><b>Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>16. Create, edit, and print workbooks</li> <li>17. Write formulas</li> <li>18. Create functions</li> </ol>	

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	<p>19. Sort and filter data                      20. Create charts and graphs</p> <p><b>Unit – Database Applications</b>  <b>Content Standards:</b></p> <p>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.</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>  <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.                      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>	

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	<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> <ol style="list-style-type: none"> <li>10. Critique the Internet and digital information for validity, accuracy, bias, and current relevance.</li> <li>11. Create a product that integrates information from multiple software applications.</li> <li>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</li> </ol> <p><b>Learning Objectives:</b></p> <ol style="list-style-type: none"> <li>21. Evaluate websites</li> <li>22. Integrate information from multiple software applications</li> </ol>	