

# Mt. San Jacinto Community College District Secondary and Community College Course Articulation Agreement

## Statement of Intent

This agreement enables students to receive college credit and/or a waiver of a prerequisite for coursework at the secondary level comparable to courses offered by Mt. San Jacinto Community College District. The granting of college "credit-by-examination" is based upon achievement of competencies through a course, or courses, as defined in Attachment B, which specifies the conditions of the articulation agreement.

## Terms of Agreement

This agreement between Mt. San Jacinto Community College District and high schools or R.O.P. shall remain in force for an indefinite period of time but shall be reviewed for consideration of continuation every three years. This review will include an examination of up-to-date course outlines and a discussion of current teaching methodologies and stated competencies. Either party to the agreement may terminate this agreement at the close of any school year by proper written notice delivered to the Superintendent/President of Mt. San Jacinto College or to the Superintendent of the secondary or R.O.P. educational institution.

OTEC 144  
Keyboarding and Document Formatting

Banning USD – Banning High School  
Computer Operations

Name and Number of Course/MSJCCD

Name & Number of Course/High School/ROP

### Mt. San Jacinto Community College District

### Secondary/ROP Educational Institution

Cora J. [Signature] 9/10/09  
Department Chair Date

[Signature] 12/18/09  
Principal/Program Administrator Date

[Signature] 9/11/09  
Dean, Instruction Date

[Signature] 11/12/09  
Curriculum Committee (Information item) Date

[Signature] 11/13/09  
Vice President Date

[Signature] 12/18/09  
Superintendent Date

[Signature] 11/18/09  
President/Superintendent Date

Articulation Form C – Cover Page

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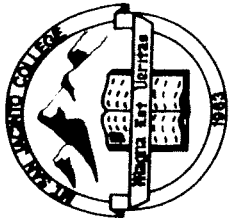
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Superintendent Date

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President/Superintendent Date



## Mt. San Jacinto Community College District Articulation Crosswalk

High School/ROP: Banning High School

Course Number/Title H.S./ROP: Computer Operations

Course Number/Title College: O TEC 144 – Keyboarding

H.S./ROP Exit Criteria	College Exit Criteria	Match
1. Students will be able to identify the parts of the computer	1. Students will be able to identify and operate basic computer components and software	<b>X</b>
2. Students will be able to access and use Microsoft Word, Excel & PowerPoint.	2. Word processing basics	<b>X</b>
3. Students will demonstrate proper touch technique and apply these skills with speed and accuracy, and achieving 40 wpm.	3. Demonstrate individual speed and accuracy. Demonstrate Proper keyboarding technique to input data by touch on alpha/numeric.	<b>X</b>
4. Students will be able to create and format business letters, memorandums, reports and spreadsheets	4. Organize and evaluate components of letters, memos, reports, and format memos and reports.	<b>X</b>
	5. Students will be able to create a report with proper documentation (i.e. footnotes, endnotes, etc.)	

Method of Evaluation:

PLEASE INITIAL: \_\_\_\_\_ Articulation Credit Recommended \_\_\_\_\_ Articulation Credit NOT Recommended At This Time

**Mt. San Jacinto Community College District  
Secondary and Community College  
Articulated Course Standards and Criteria**

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Date 9/10/09

OTEC 144 Keyboarding and Document Formatting

BUSD – Banning High School – Computer  
Operations

Name & Number of Course/MSJCCD

Name & Number of Course/High School or ROP

Description of Articulated High School or ROP Course Standards (Please attach the course outline)
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**Content or Theory Summary:**

Students will be taught the touch-typing method of data entry on a computer. They will learn to apply this method to achieve speed and accuracy in data entry. They will also apply their technique skills in formatting business letters, business memorandums, business reports (with documentation), and data entry for Excel projects. Their desired outcome will be 40 wpm and mastery of correct formatting of business letters, business memorandums, business reports and Excel projects.

**Competencies:**

1. Mastery of touch typing technique with provable skills of 40 wpm sustained on a 5 minute writing.
2. Mastery of formatting skills in business letters, business memorandums, business reports and Excel projects provable by demonstrating such mastery in class projects.

**Measurement Methods:**

1. Teach observed tests for touch-typing method.
2. Times writings that culminate in 5-minute sustained writings.
3. Graded student projects in correct formatting of business letters, business memorandums, business reports and Excel projects.

**Mt. San Jacinto Community College District  
Secondary and Community College  
Articulated Course Standards and Criteria (cont)**

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**Application of Lab:**

N/A

**Hours of Instruction:**

180 hours of broken down to 1 hour daily for 180 days

**Textbook or Other Support Materials (Including Software):**

1. Century 21 (Computer Keyboarding) 7<sup>th</sup> edition
2. Microsoft Office software

**Special Equipment:**

Computers with Microsoft Office software

**Other:**

See attached syllabus

Approving high school/ROP faculty member e-mail: \_\_\_\_\_

Approving MSJC faculty member e-mail: chennessy@msjc.edu

**BANNING HIGH SCHOOL**  
**Student Syllabus**

<b>Course Title:</b>	Computer Operations	<b>E-mail</b>	tandrews@banning.k12.ca.us
<b>Teacher:</b>	Mr. Andrews	Room 2101	Banning High School

**Description:**

This is an introductory course in computers that provides instruction in correct touch-typing technique. In addition, students will be taught correct formatting of business memorandums, letters, and reports with documentation. Students will be introduced to Excel and Power Point.

**Goals: At the completion of this course, a student should be able to:**

- Demonstrate a beginning level of knowledge of the Windows 2000 operating system
- Demonstrate basic file management skills including naming, saving, copying, and retrieving files.
- Demonstrate correct touch-typing technique that will aid in the building of speed and accuracy.
- Create, edit, and format business memorandums, letters, and reports with documentation.
- Create simple spreadsheets with and without formulas.
- Create a simple Power Point Presentation using power point.
- Access and navigate the internet and the World Wide Web.

**Hours of class:**

The class meets once a day for an hour for 180 days.

**Text Book:**

Century 21 Computer Keyboarding 7<sup>th</sup> Edition

**A quick overview of the course is as follows:**

- Phase One**                      Using Microsoft Word, students will learn the touch-typing system for the alphabet and numbers.
- Phase Two**                      Using Microsoft Word, students will learn to format business memorandums, business letters, and reports with documentation.
- Phase Three**                      Using Microsoft Excel students will learn to create and plug in appropriate formulas for various spread sheets.
- Phase Four**                      Using Microsoft Power Point students will learn to create and run their own Power Point Presentation.

**Grading Procedure:**

10/27/2006

¼ of the student's final grade will be derived from teacher observed touch-typing technique.

¼ of the student's final grade will be derived from class problems and projects that demonstrate their understanding of correct formatting for memorandums, letters, reports, spreadsheets, and power point presentations

½ of the student's final grade will be derived from weekly graded timed writings of 2, 3 and 5 minute sustained writings.

**Grading Scale:**

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

Mt. San Jacinto College  
 1499 North State Street  
 San Jacinto, Ca 92583

<b>Author:</b>	Caren Hennessy	<b>Date:</b>	08/19/2009
<b>Dept:</b>	Business	<b>Program:</b>	Office Technologies
<b>1. Course Title:</b>	Keyboarding and Document Formatting		
<b>2. Course Number:</b>	OTEC 144		

**3. Miscellaneous:**

**3a. Units/Hours**

<u>Lecture</u> Units/Hours	<u>Lab</u> Units/Hours	Total Units	=	Lecture Units	+	Lab Units
1 unit – 16-18	1 unit – 48-54	3	=	3	+	0
2 units – 32-36	2 units – 96-108					
3 units – 48-54	3 units – 144-162					
4 units – 64-72	4 units – 192-216					
5 units – 80-90	5 units – 240-270					
		<b>Total Hours</b>	=	<b>Lecture Hours</b>		<b>Lab Hours</b>
		48-54	=	48-54		0

**3b. Credit Type**

<input checked="" type="checkbox"/> <b>Degree Credit</b>	<input type="checkbox"/> <b>Non-Degree Credit</b>	<input type="checkbox"/> <b>Non-Credit</b>	<input checked="" type="checkbox"/> <b>Transfer Credit</b> <small>(click here for Transfer Form)</small>
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**3c. AA/AS Degree Pattern**

<input type="checkbox"/> <b>General Ed Breadth</b>	<input type="checkbox"/> <b>Elective</b>
Area: <input type="text"/>	Area: <input type="text"/>

**3d. Maximum Enrollment:**

<b>35</b>	Enter number
<b>No</b>	Yes or No
<b>Yes</b>	Yes or No

**3e. Credit/No Credit ONLY**

**3f. Credit/No Credit ALLOW**

**3g. Can be taken**  **time(s) for credit (maximum 4):**  
 (If more than 1, justify with one of the following)

<input type="checkbox"/>	It is a lab class that emphasizes the development of skills over time
<input type="checkbox"/>	It is a lecture course in which the content varies from year to year

**3h. TOP code** (click here for TOP code website)

<b>0514.00</b>
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**4. Catalog Description: (75 words or less)**

Students learn the basic techniques of the touch system in the mastery of the keyboard and develop speed and accuracy in keyboarding data. They also develop the basic formatting skills necessary to produce letters, memorandums, reports, and tables. This is a basic course in the Office Administration curriculum and is a life-long learning skill. It is also a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies.

To count words, select only the words within the catalog description then go to Tools, and to Word Count. **Careful!** If you select the entire box that the words are within, it won't give an accurate count.

**5. Short Description (Schedule): (25 words or less)**

Students learn keyboarding by touch to develop speed with accuracy in data entry; also basic formatting skills necessary to produce letters, memos, reports, and tables

To count words, select only the words within the catalog description then go to Tools, and to Word Count. **Careful!** If you select the entire box that the words are within, it won't give an accurate count.

**6. Need/Justification:**

This is a basic course in the Office Administration curriculum and is a life-long learning skill. It is also a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies.

**7. Prerequisite(s), Corequisite(s), Recommended Preparation:**

Pre- and Co requisites go through a separate approval process. See Forms E and E1-E3 for details.

None

**8. Learning Objectives: (express in behavioral terms)**

**Upon the completion of the course the student will be able to do the following:**

Identify and operate the basic components of the computer and the software programs utilized in this course.

Demonstrate proper keyboarding techniques to input data by touch on the alpha/numeric keyboard.

Demonstrate individual speed and accuracy keyboarding capabilities.

Compare and contrast appropriate formatting styles used to create basic letters, memorandums, reports and tables.

Organize and evaluate component parts of basic letters, memorandums, reports and tables.

Produce correctly formatted basic business letters, memos, reports, and tables suitable for personal use or in the workplace.

**9. Course Content: (outline of main topics and subtopics)**

1. Introduction to Course Content and Basic Computer Skills
  - a. Component parts of the personal computer
  - b. Utilizing the keyboard software
  - c. Demonstrate storing, retrieving, and printing information
  - d. Discuss appropriate workstation ergonomics
2. Fundamentals of Skill Building
  - a. Correct techniques for sustained keyboarding of alphabetic key reaches
  - b. Correct techniques for control of figure and symbol reaches
  - c. Review and reinforcement of finger reaches to improve speed and accuracy.
3. Word Processing Software Basics
  - a. Document screen, menu and toolbars
  - b. Entering and editing text
  - c. Font appearance
  - d. Spell & grammar check, autocorrect
  - e. Center page, tabs, margins

4. Formatting Basic Business Letters
  - a. Block style letters
  - b. Modified block style letters
5. Formatting Interoffice Memorandums
  - a. Setting tabs
  - b. Spacing and headings
6. Formatting Reports
  - a. Page numbering
  - b. Headers and footers
  - c. Main, side and paragraph headings
  - d. References
  - e. Indent, hanging indent
  - f. Long quotations
  - g. Title page
7. Formatting Simple Tables
  - a. Column, rows, and cells
  - b. Centering vertically and horizontally
  - c. Adjusting column width
  - d. Merging and shading cells
  - e. Text alignment

**10. Methods of Instruction: (reflective of a variety of learning styles)**

**Methods of instruction may include, but are not limited to the following:**

Lecture presentation and classroom discussion on current principles and practices of correct keyboarding techniques or correct formatting of documents.

Following lectures, the instructor will assist students as they implement lecture concepts by producing sample documents.

Overhead projector transparencies will be used to enhance and illustrate class activities, exercises, and other appropriate information relative to keyboarding and formatting documents.

**11. Methods of Evaluation:** A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

Comprehensive production problems will be given to test student knowledge of and ability to link business concepts and competencies to document production.

Timed tests will be given to determine keyboarding speed and accuracy in keying straight-copy text.

Written tests will be used to measure competencies in problem solving and analysis of correct procedures and techniques. Questions will test for content understanding of terminology and knowledge of subject matter through the student's ability to contrast and evaluate keyboarding and document formatting concepts.

A comprehensive portfolio may be utilized by the instructor as an outcome document for students to show their competencies to prospective employers

**12. Examples of Assignments:** Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

Students will be expected to understand and critique college level texts or the equivalent. Reading, Writing as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Access keyboarding software program and complete Lessons 1-12 as directed by instructor. Print Lesson and/or Summary report for approval and grading by instructor.
2. Following instructor lecture and demonstration of correct procedures used to format interoffice memorandums, students will complete a sample document for instructor approval demonstrating their ability to set margins and tabs, insert text in the correct location, check for correct spelling and punctuation, save to disk, and print a completed copy. Documents are evaluated to meet criteria of the workplace environment.
3. Following instructor lecture and demonstration of correct procedures used to format a modified block style letter, students will complete a sample document including correct placement of date, inside address, salutation, letter body, closing lines, enclosure and copy notations. Students will proofread, save and print a copy for instructor approval. Students may work in groups to evaluate document format and revise documents before submission to instructor.

**13. Textbook (s):** The required college-level textbooks may include, but are not limited to the following:

**(1) Required:**

Susie VanHuss, Connie Forde, Donna Woo

(Author)

Keyboarding and Word Processing (Microsoft Word 2002) 2002 or most current version

(Title)		
(Publisher) Southwestern	ISBN <u>0-538-72482-X</u>	(Publication Date) 2002
<b>Other Reference Materials/Supplies</b>		
NONE		

	<b>MSJC Board of Trustees Approval Date</b>	CSU Submit Date	CSU Approve Date	CSU GE Breadth		CSU GE Breadth		UC Submit Date	UC Approve Date
				Submit		Approve			
				Area	Date	Area	Date		
New									
Revised									

	<b>MSJC Board of Trustees Approval Date</b>	IGETC		IGETC		CAN		CAN	
		Submit		Approve		Submit		Approve	
		Area	Date	Area	Date	No.	Date	No.	Date
New									
Revised									

**Mt. San Jacinto Community College District  
Secondary and Community College  
Course Articulation Agreement  
“Credit-By-Examination Criteria”**

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**Course Name:** OTEC 144

***Please describe the “credit-by-examination” method (exam, project, portfolio, etc...) required for student to receive college credit. Attach a sample if possible.***

The final examination for OTEC 144 will include:

- 21 true & false and multiple choice questions
- 1 short answer question
- 1 essay question
- 1 five minute timed writing

Total amount of points for the final examination is 100. See attached final examination. The exam will follow the following criteria:

1. The High School teacher will give and grade the exam.
2. The graded exams will be forwarded to one full-time business faculty member (district wide) to review the graded exam and sign-off on the exam verification form and returned to the High School teacher and copy sent to Susanne Mata for processing.
3. High School students must have a grade “C or better” in the course prior to taking the credit by exam; and must pass with an A or B in order to pass the course and receive credit.

***Please describe the necessary procedure for the test to be administered (who will administer the test, where will it be taken, how will it be scored, etc...)***

The final examination will be administered and graded by the teacher or faculty member from the school. The amount of time for the exam is to be one class period. The examination will be taken during class and is not to be given as a take home or online exam.

True & False and Multiple Choice	1 points each	21
Short Answer Question	4 points	4
Essay Question	35 points	35
Five Minute Timed Writing	40 points	40
<b>Total Point Value</b>		<b>100</b>

# OTEC 144 Final Exam For Articulation

**Question** Provides a way to set different types of tabs in a document.

**Answer**

- Horizontal Ruler
- Insert Tab
- Page Setup Tab
- Header

The feature that automatically moves text to the next line when one line is full.

**Answer**

- Office Button
- Wordwrap
- Slider
- New Document Window

Displays nonprinting characters such as paragraph markers and spaces.

**Answer**

- Main Headings
- Footnote
- Show White Space
- Show/Hide

Shows where keyed text will appear.

**Answer**

- Insertion Point
- Header
- Cover Page
- Line of Writing

Provide a means of navigating through a document efficiently.

**Answer**

- Full Screen Reading
- Wordwrap
- Scroll Bars
- Print Layout

This action or feature enlarges the window to its fullest size.

**Answer**

- Margins
- Show/Hide
- Format Painter
- Maximize Button

Provides a way to copy the format of one paragraph to another.

**Answer**

- New Document Window
- Format Painter
- Multiple-Page Report
- One-Page Report

Sets the distance between the edge of the paper and the print.

- Answer**
- Line Of Writing
  - Heading I
  - Short Quotation
  - ✓ Margins

Moves all lines of a paragraph to the first tab.

- Answer**
- Arrange All
  - ✓ Indent
  - Insertion Point
  - Footnote

What is the left margin for a left bound report?

- Answer**
- 2"
  - ✓ 1.5"
  - 0.5"
  - 1"

Alphabetical list of sources at the end of a report.

- Answer**
- ✓ References
  - Side Heading
  - Footer
  - Title

Requires a page number.

- Answer** ✓
- Multiple-Page Report
  - One-Page Report
  - Unbound Report
  - References

To indent only the first line of a paragraph, tap the TAB key.

- Answer**
- ✓ True
  - False

To reverse the most recent action you have taken, click the Show/Hide button.

- Answer**
- True
  - ✓ False

To save an existing document with a new name, use the New command on the Office button menu.

- Answer**
- True
  - ✓ False

To move to the beginning of a document, press CTRL + HOME.

Answer

✓ True  
False

Key the initials of the typist in uppercase one line below the writer's name and title.

Answer

True  
✓ False

To begin the date at the center point of the page, set a left tab at 3.25 inches.

Answer

✓ True  
False

Proper nouns are specific persons, places, or things.

Answer

✓ True  
False

Character styles apply to a single character or characters that are selected.

Answer

✓ True  
False

Paragraph styles include both the character style and other formats that affect paragraph appearance such as line spacing, bullets, numbering, and tab stops.

Answer

✓ True  
False

**Short Answer Question**

What is the difference between a block letter and a modified block letter?

**Essay Question**

Write a memo to the instructor using today's date. In the memo explain the difference between a memo and a block letter and explain the proper use each. Please include examples.

**Five Minute Writing**

Keyboard timed writing goal is 40 GWPM with 5 or fewer errors. Student can complete up to three timed writings and use the best for grading. One point will be deducted from GWPM for each error.

True & False and Multiple Choice	1 points each	21
Short Answer Question	4 points	4
Essay Question	35 points	35
Five Minute Timed Writing	40 points	40
<b>Total Point Value</b>		<b>100</b>