

Articulation Request and Agreement 2018-2019

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| Discipline: | Office Technology |
| High School: | Summerville High School |
| High School Course: | Keyboarding/Career Development "Hire Me First" |
| Columbia College Course: | OFTEC 100 – Computer Keyboarding 1 |
| Date Accepted: | 2018-2019 |
| Renewal: | 2021-2022 |

This request and agreement is submitted for consideration of the following course as an articulated course at Columbia College. Students would receive course credit at Columbia College.

Directions:

- Complete a separate form for each course.
- Attach the course outline for the course.
- Attach the course final if course is to be considered for credit.
- Mail to: Dean of Career Technical Education, 11600 Columbia College Drive, Sonoma, CA 95370

Completed by High School Instructor:

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|-------------------------|---|
| High School/ROP: | Summerville High School |
| Instructor Name: | Kathy Horak |
| Mailing Address: | 17555 Tuolumne Road, Tuolumne, CA 95379 |
| Email Address: | khora@summbears.k12.ca.us |
| Contact Number: | (209) 928-4228 Ext 272 |

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| High School / ROP/CTE Course Title: | Keyboarding/Career Development "Hire Me First" |
| HS/ROCP Credits: | 3.0 |
| HS/ROCP Prerequisite(s): | None |
| High School / ROP/CTE Course Description: | Students learn keyboarding using the touch method. They also develop a career project which includes: Career assessments, spreadsheets and graphs using career assessment information, autobiographical flyers, job profiles, career plan, 4-yr. plan. W-4, I-9, work permit, 3 job applications, cover letter, resume, reference page, interview practice and mock job interview, work ethics essay using MLA report format, title page and table of contents. |

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| College Course Title: | OFTEC 100 – Computer Keyboarding 1 |
| College Units: | 1.0 |
| College Prerequisite(s): | None |
| Advisories/Recommendations: | Highly recommended |
| Course Content and Format: | Students learn keyboarding using the touch method. They also develop a career project which includes: Career assessments, spreadsheets and graphs using career assessment information, autobiographical flyers, job profiles, career plan, 4-yr. plan. W-4, I-9, |

work permit, 3 job applications, cover letter, resume, reference page, interview practice and mock job interview, work ethics essay using MLA report format, title page and table of contents.

Competencies and Skill Requirements (Use additional pages as necessary)

At the conclusion of this course, the student should be able to:

- Type using the touch method.
- Complete a Career Project which meets the requirements to receive the "Hire Me First" card.

Measurement Methods (include any industry certification or licensure):

Typing Speed:

- 30+ = A
- 25-29 = B
- 20-24 = C
- 15-19 = D
- 14 or less = F

Completion of Career Project:

- See Checklist for points possible:
- A = 90% or higher
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% or less

Students received "Hire Me First" card if they complete all requirements.

In order to earn Columbia College OFTEC 100 the student must be able to keyboard by touch with a minimum speed of 25 w.a.m.

Note: Students that complete an articulated high school course and meet the specific articulation requirements for course will be awarded Columbia College credit. The transcript will be noted as CBE (Credit by Exam). In order to receive above credit, students must complete a Columbia College Application for Admission within six (6) months of completing the high school course.

Sample Textbooks or Other Support Materials (including Software):

Keyboardingonline.com Ellsworth and Applied Computer Keyboarding (Cengage-southwestern)

Handouts from UC Merced Career Center, Job Connection and pas students work.

CC faculty Signature:

Judy G. Reiman

Date:

12-7-18

[Office use only.]

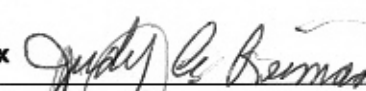
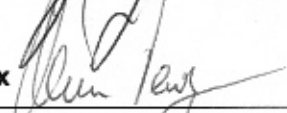
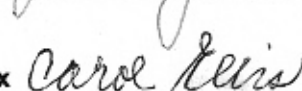
TOPs Code:

[Office use only.]

Internal Tracking Number:

Completed by Columbia College

Columbia College and Summerville High School faculty have met and agree on the terms of the articulation agreement.

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| Department Faculty Signature | x  | <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Not Approved | <u>12/07/2018</u> |
| CTE Dean Signature | x  | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | <u>12/10/2018</u> |
| CTE Transition Officer Signature | x  | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved | <u>12/10/2018</u> |
| Admissions and Records Notified | | | <u>12/10/2018</u> |
| High School Notified | | | <u>12/10/2018</u> |