Discipline: OFFICE TECHNOLOGY

Date Accepted: 4 / 22 / 2014
Renewal due during: Spring 2016

Articulation Request and Agreement

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:
1. Use a separate form for each course.
2. Attach the course outline for the course.
3. Attach the course final if course is to be considered for credit.
4. Mail to: Dean of Instructional Services, Career Technical Education
   11600 Columbia College Drive
   Sonora, CA 95370

Completed by High School Instructor

High School/ROP: Summerville High School

Contact Information:
Instructor Name: Kathy Horak
Telephone Number: (209) 928-4228 ext: 272
Email address: khorak@summbears.k12.ca.us
Address: 17555 Tuolumne Road
          Tuolumne, CA 95379

High School / ROP Course Title: Keyboarding/Career Development “Hire Me First”

High school / ROP 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

College Course Title: Office Tech 100/Computer Keyboarding 1

College Units: 1

HS/ROCP Credits: 3
<table>
<thead>
<tr>
<th><strong>College Prerequisite(s):</strong></th>
<th>None</th>
<th><strong>HS/ROCP Prerequisite(s):</strong></th>
<th>None</th>
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**Advisories/Recommendations:**
Highly recommended

**Course Content**

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

- Completions 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 receive “Hire Me First” card if they complete all requirements

**In order to receive credit for Columbia College OFTEC 100, the student must be able to keyboard by touch with a minimum speed of 25 w.a.m.**
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 past students work

CC faculty Signature: Judy A. Beeman  Date: 4-20-2014

Completed by Columbia College

This portion is completed after CC faculty and H.S. faculty meet and agree on the terms
of the articulation agreement.

Department faculty:  □ Approved  □ Not Approved
Dean:  □ Approved  □ Not Approved
CTE Transition Coordinator:  □ Approved  □ Not Approved
Admissions & Records notification:  □ date: 5-1-14
High school notification:  □ date: 5-1-14