



This Articulation Agreement is in effect between MISSION COLLEGE and MILPITAS HIGH SCHOOL. It affirms the commitment that each has with respect to program articulation.

Mission College and MILPITAS HIGH SCHOOL, representing their respective educational programs, have met, analyzed, and compared the content and exit competencies of their course of instruction. They have agreed that the **PRINCIPLES OF TECHNOLOGY** class articulates with Mission College's CAP 10A LEARNING THE KEYBOARD.

The attached Articulation Agreement shall be placed into effect on this date. This agreement will remain in effect until June 2020. Starting in the spring 2018, appropriate instructional and administrative staff must meet face-to-face at the Tech-Prep Articulation Day to review and update this agreement.

The Ultimate Goal Of This Articulation Agreement Is To Help The Student To Succeed In Their Chosen Program Of Study/Career Pathway:

- Provides incentives for students to continue their education.
- Allows students to receive college credit and/or advanced placement through effort and achievement at the secondary schools, reducing duplication of effort and time, thus lowering costs.
- Provides students with assessment, placement, orientation and counseling services to ease the transition from secondary school to the college.
- Enhances job opportunities by helping students quickly acquire specific marketable job skills. • Supports matriculation by preparing students for an identified Program of Study/Career Pathways.
- Goal oriented, better prepared students increases retention.
- Provides the opportunity for the college to focus on higher-end courses within the Program of Study/Career Pathways.
- Tech Prep program allows industry and community opportunities for direct input into the curriculum.
- Tech Prep consortia improves communication with other educational entities and prospective employers.
- Provides employees with relevant competencies for career applications.
- Secondary school instructors gain first-hand information about community college programs and services.
- Community college faculty gain information about secondary school programs and capabilities.
- Helps faculty understand how their courses fit into the overall Program of Study/Career Pathway.



- Connects faculty to their role as economic and workforce development leaders and stewards within their community, assisting them to counsel students in Programs of Study/Career Pathways.

## MISSION COLLEGE Articulation Form

School Year: 2018-2020

College	Mission College	High School District/ ROP	
Course Name/#	CAP10A LEARNING THE KEYBOARD	Course Name/#	Principles of Technology
Program Units	Computer Apps 1.0	Program Hours	180
Textbooks/ Software/Etc.	Keyboarding Course Lessons 1-25 Pro 6 Van Huss, Forde Woo, Southwestern, 1 8 edition	Textbooks/ Software/Etc.	Shelly Cashman Series Microsoft Office 2016

Mission College

Course Description	I-IS/ROP District Course Description
<p>This course is designed for both business and nonbusiness majors who wish to learn the "touch" system of keyboarding on the computer. Proper techniques of keyboarding will be emphasized to develop speed and accuracy.</p>	<p>Skills developed are applicable for use on either computer or typewriter keyboards.</p> <p>Students in this program will learn job-related skills in touch typing, word processing, spreadsheets, database and presentation software.</p>



## ARTICULATION AGREEMENT COURSE COMPARISON PAGE

School: Milpitas High School

Course: Principles of Technology

Course	
Mission College Content	High School District Course Content
A. Letter, number and symbol keys	1. Students will learn to operate the complete keyboard by touch
B. Stroking patterns and proper typing techniques	2. Students will learn to operate the complete keyboard by touch
C. Timed writings, skill building	3. Students will apply correct techniques to develop keyboarding accuracy and speed
D. Computer parts and functions	4. Students will learn the components of the computer system and the terminology used in its operation
E. Practice drills and exercises	5. Students will apply correct techniques to develop keyboarding accuracy and speed
F. Boot up/sign off computer; disk care	6. Students will learn the components of the computer system and the terminology used in its operation
G. Writing Assignments: This course requires students to produce documents that demonstrate a knowledge of the keyboard. These will include business letters, memos, and reports.	7. Students will demonstrate knowledge of the keyboard with writing assignments including business letters, memos, and several styles of reports including MLA style.
H. Outside Assignments Students will complete the reading of their study guide outside of class time. This guide will give information necessary to complete work in the class. This will take approximately 1 hour to complete.	8. Students will be required to study outside of class for quizzes and tests.



## ARTICULATION AGREEMENT COURSE COMPARISON PAGE

School: Milpitas High School    Course:

Mission College Course Student Learning Outcomes Students will:		ILS. District/ROP Course Student Learning Outcomes
A. Recognize the basic parts of the computer keyboard and demonstrate their use		1. Students will learn the components of a computer system and the terminology used in its operation
B. Demonstrate proper stroking patterns and keyboarding techniques		2. Students will learn to operate the complete keyboard by touch and the 10-key numeric keypad
C. Demonstrate a touch keyboarding skill with accuracy and speed		3. Student will apply correct techniques to develop keyboarding accuracy and speed
D. Students will keyboard unformatted documents placing them in the proper formats.		4. Demonstrated on final exams in course II/Sem.I exam problem 1 and Doc. 4B and on Course I/Sem.I exam Doc. 1 And Doc. 2
E.		5.

Measurement Method (industry certification or licensure) Observation of the proper use of the following basic techniques: 1. Stroking 2. Position at the keyboard. 3. Keyboard control. 4. Posture and eyes on copy.	Measurement Method (industry certification or licensure) 1. Demonstrated on final exams in course II/Sem.1 exam problem I and Doc. 4B and on Course I/Sem. 1 exam Doc. 1 And Doc. 2

Credit for the course listed will be granted if the following criteria are met:

(X) Stipulated grade of B or better

(X ) Credit-by-Examination administered by (X ) Secondary School ( ) Mission College Demonstration/Portfolio

Certificate of Completion

Statewide Career Pathways Template associated with this articulation agreement:

Information, Communications, & Technology



## CTE ARTICULATION AGREEMENT

## SIGNATURE PAGE

### Mission College Instructor

Signature: JD Gold

Print Name: Judie DelFrate Golden

Date: 4 / 28 / 18

Phone: 408 / 855 / 5341

Email: judie.delfrate@wvm.edu

### Mission College Department Faculty Chair

Signature: JD Gold

Print Name: Judie DelFrate Golden

Date: 4 / 28 / 18

Phone: 408 / 855 / 5341

Email: judie.delfrate@wvm.edu

### Mission College Instructional Dean/Designee

Signature: Mina Johar

Print Name: Mina Johar

Date: 4/28/18

Phone: 408/855/5360

Email: mina.johar@wvm.edu

### HS/Adult School/ROP Teacher

Signature: Andrea Hutchison

Print Name: Andrea Hutchison

Date: 4 / 28 / 18

Phone: 408/921/3301

Email: ahutchis@musd.org

### HS/Adult School/ROP Principal/Designee

Signature: [Signature]

Print Name: Francis Rojas

Date: 4 / 28 / 18

Phone: 408/921/3301

Email: frojas@musd.org

### HS/Adult School/ROP Superintendent of Instruction or Designee

Signature: \_\_\_\_\_

Print Name: Norma Rodriguez

Date: 4/28/18

Phone: 408/635/2600

Email: nrodriguez@musd.org