



ARTICULATION AGREEMENT BENEFITS PAGE

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 staff, 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 **MILPITAS HIGH SCHOOL** class PRINCIPLES OF TECHNOLOGY articulates with Mission College's CAP 62B INTRO TO MICROSOFT EXCEL.

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:

Benefits to the Students:

- 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.

Benefits to Secondary Schools/Mission College:

- 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.

Benefit to the Community and Industry:

- 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.

Benefits to Faculty:

- 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/#	CAP62B MICROSOFT EXCEL	Course Name/#	PRINCIPLES OF TECHNOLOGY
Program	Computer Applications	Program	DIGITAL BUSINESS ACAD.
Units	1.0		
Textbooks/ Software/Etc.	New Perspectives on MS Excel 016: Introductory, Thomson Publishers	Textbooks/ Software/Etc.	Shelly Cashman Series Microsoft Office 2016

4/30/16

Mission College Course	Description:	High School/ROP District	Course Description
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<p>This course is an introduction to Microsoft Excel. Topics covered include entering and editing worksheet information, formatting and printing, creating charts, and using functions. This course is designed for students who are computer literate.</p>	<p>Students in this program will learn job-related skills in touch-typing, word processing, spreadsheets, database, and presentation software.</p>
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ARTICULATION AGREEMENT COURSE COMPARISON PAGE

School: MILPITAS HIGH SCHOOL

Course: PRINCIPLES OF TECHNOLOGY

Mission College Course Content	High School District Course Content
A. Entering and editing worksheet information	1. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
B. Saving and printing spreadsheets	2. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
C. Formatting spreadsheets	3. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
D. Column and row operations	4. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
Organizing data to produce the desired results	5. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
F. Using functions and block operations, charts	6. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
G. Creating and formatting operations	7. Demonstrate on level 2 sem.1 final doc. 4A and on level 2 sem.2 final doc. 1
H. Create graphics such as bar charts and pie charts	
<p>I. Writing Assignments Students</p> <p>will learn the features of the software and use this to complete assignments using the elements of Excel.</p>	<p>8. Students will learn the features of the software and use this to complete assignments using the elements of Excel</p>



<p>J. Outside Assignments Students will read approximately 20 pages of text each week. This will be necessary to complete work done in class.</p>	<p>9. Students will complete project spreadsheet planning outside of class.</p>
<p>K. Critical Thinking Assignments Students will use the features of the software to create spreadsheets. These will be presented to students in an unformatted document.</p>	<p>10. Students will use the features of the software to create spreadsheets.</p>



ARTICULATION AGREEMENT COURSE COMPARISON PAGE

School: MILPITAS HIGH SCHOOL

Course: PRINCIPLES OF TECHNOLOGY

Mission College Course Student Learning Outcomes	H.S. District/ROP Course Student Learning Outcomes
<p>Upon completion students will:</p> <p>Students will create and enter formulas in a spreadsheet and functions</p>	<p>1. Students will perform correct mathematical processes</p>
<p>B. Students will edit and format the data, create charts</p>	<p>2. Demonstrated on level 2 sem.1 final doc. 4A,</p>
<p>Students will add header footer information and other print related options</p>	<p>3. Demonstrated on level 2 sem.2 final doc. 1</p>
<p>D. Students will save and print the spreadsheet</p>	<p>4. Students will learn basic spreadsheet principles</p>



ARTICULATION AGREEMENT MEASUREMENT PAGE School: MILPITAS HIGH SCHOOL Course: PRINCIPLES OF TECHNOLOGY

Measurement Method (industry certification or A. Students will be evaluated from weekly assignments. Written and production tests will also be administered.	1. Students will be evaluated from weekly assignments. Written and production tests will also be administered.

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

- (X) Stipulated grade of B or better
- () Credit-by-Examination administered by (X) Secondary School () Mission College
- [Demonstration/Portfolio
- Certification of specific competencies Other

Statewide Career Pathways Template associated with this articulation agreement:

Information, Communications, & Technology



CTE ARTICULATION AGREEMENT SIGNATURE PAGE

Mission College Instructor
Signature: [Signature]
Print Name: Judie DelFrate Golden
Date: 4 / 28 / 18
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HS/Adult School/ROP Teacher
Signature: [Signature]
Print Name: Andrea Hutchison
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Mission College Department Faculty Chair
Signature: [Signature]
Print Name: Judie DelFrate Golden
Date: 4 / 28 / 18
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HS/Adult School/ROP Principal/Designee
Signature: [Signature]
Print Name: Francis Rojas
Date: 4 / 28 / 18
Phone: 408 /921 / 3301
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Mission College Instructional Dean/Designee
Signature: [Signature]
Print Name: Mina Jahan
Date: 4/28/2018
Phone: 408/ 855 5360
Email: mina.jahan@wvm.edu

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

Please Attach Official Course Outlines/Syllabi/ Pertinent Documentation