



## 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 CAP81B INTRO TO MICROSOFT ACCESS.

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.



## AGREEMENT COURSE OVERVIEW PAGE

### MISSION COLLEGE

#### Articulation Form

School Year: 2018-2020

College	Mission College	High School District/ ROP	
Course Name/#	CAP81B INTRODUCTION TO MICROSOFT ACCESS	Course Name/#	PRINCIPLES OF TECHNOLOGY
Program	COMPUTER APPLICATION	Program	DIGITAL BUSINESS ACADEMY
Units	1.0	Hours	90
Textbooks/ Software/Etc.	MS Access 2016 Introductory Edition, Thompson Publishers	Textbooks/ Software/Etc.	Shelly Cashman Series Microsoft Office 2016

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#### Course Description Mission College

#### High School/ROP

Take the first professional and personal step using Access, a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database.	Students to this program will learn job-related skills in touch-typing, word processing, spreadsheets, database, and presentation software.
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## COURSE COMPARISON PAGE

School: MILPITAS HIGH SCHOOL

Course: PRINCIPLES OF TECHNOLOGY

Mission College Course Content	High School District Course Content
A. Review of hardware and software	1. Students will learn the basics of database software. (Create, design, save, sort, search, and add and update.)
B. Describe the elements of the Access window	2. Students will learn the basics of database Software. (Create, design, save, sort, search, and add and update.)
C. Create a database in table and form views	3. Students will learn the basics of database software. (Create, design, save, sort, search, and add and update.)
D. Discuss the formatting of a database	4. Students will learn the basics of database software. (Create, design, save, sort, search, and add and update.)
E. Describe finding, moving and sorting of records and modify database structure.	5. Demonstrated on final exam level 2 sem.2, doc. 2
F. Describe the establishment of relationships between tables	6. Demonstrated on final exam level 2 sem.2, doc. 2
G. Show how queries can be used to select data and create reports	7. Demonstrated on final exam level 2 sem.2, doc. 2
H. Writing Assignments: Students will learn the features of the software and apply these to the creation of databases. Students will produce reports that will require the use of different features of the software. They will determine which of these features to use and how to format them.	8. Students will learn the features of the software and apply these to the creation of databases. Students will produce reports that will require the use of different features of the software. They will determine which of these features to use and how to format them.
I. Outside Assignments Students will also be expected to read approximately 30 pages of their text each week. Students will create on paper some of the databases they create and the reports they produce in class outside of class time. These will then be formatted using the software while in class.	9. Students will create on paper some of the databases they create and the reports they produce in class outside of class time. These will then be formatted using the software while in class.

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<p>J. Critical Thinking Assignments: Students will create presentations from rough drafts using the features of the software.</p> <p>If further assistance is required, the student will use reference materials other than the text to achieve solutions.</p>	<p>10. Students will create presentations from rough drafts using the features of the software.</p>
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## 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
Upon completion students will:	1. Students will learn the components of a computer system and the terminology used in its operation
A. Identify Keyboard, cursor keys, function keys, and name parts of the computer	2. Students will learn the basics database software (create, design, sort, search, and add and update).
B. Apply database software to create, save, name and retrieve a database	3. Students will learn the basics database software (create, design, sort, search, and add and update).
C. Identify appropriate names for documents	4. Students will learn the basics database software (create, design, sort, search, and add and update).
D. Describe the elements of the Access window	5. Students will learn the basics database software (create, design, sort, search, and add and update).
E. Analyze databases to determine the best way to create them using Access	6. Students will apply database technology to produce and analyze business reports
F. Apply appropriate sorts and queries to produce reports	7. Demonstrated on final level 2 sem.2, doc. 2
G. Apply software features to modify the structure of the database	8. Demonstrated on final level 2 sem.2, doc. 2
H. Apply software features to establish table relationships and create reports	

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## MEASUREMENT PAGE

School: MILPITAS HIGH SCHOOL

Course: PRINCIPLES OF TECHNOLOGY

Measurement Method (industry certification or	Measurement Method (industry certification or
A. Students will be given weekly assignments using the software features presented that week. Students will also be evaluated with a final test containing a rough draft problem that they will have to create and format.	1. Students will be given weekly assignments using the software features presented that week. Students will also be evaluated with a final test containing a rough draft problem that they will have to create and format.

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

☒ Stipulated grade of B or better

☒ Credit-by-Examination administered by ☒ 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

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**Mission College Instructor**Signature: Print Name: Judie DelFrate GoldenDate: 4 / 28 / 18Phone: 408        / 855 / 5341Email: judie.delfrate@wvm.edu

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**Mission College Department Faculty Chair**Signature: Print Name: Judie DelFrate GoldenDate: 4 / 28 / 18Phone: 408        / 855 / 5341Email: judie.delfrate@wvm.edu

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**Mission College Instructional Dean/Designee**Signature: Print Name: Nina TahanDate: 4/28/18Phone: 408/855/5360Email: nina.tahan@wvm.edu

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**HS/Adult School/ROP Teacher**Signature: Print Name: Andrea HutchisonDate: 4 / 28 / 18Phone: 408/921/3301Email: ahutchis@musd.org

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**HS/Adult School/ROP Principal/Designee**Signature: Print Name: Francis RojasDate: 4 / 28 / 18Phone: 408/921/3301Email: frojas@musd.org

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

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

Print Name: Norma RodriguezDate: 4/28/18Phone: 408/635/2600Email: nrodriguez@musd.org

**Please Attach Official Course Outlines/Syllabi/ Pertinent Documentation**