



Discipline: Business and Entrepreneurship
 Date Submitted: September 1st, 2020

**Cerritos College
 ARTICULATION AGREEMENT**

<p>Cerritos College Course: BA132 - Computer Applications for Managers (3 units)</p> <p>Cerritos College 11110 Alondra Blvd. Norwalk, CA 90650</p>	<p>Downey High School Course: Computer Applications</p> <p>Downey High School 11040 Brookshire Ave. Downey, CA 90241</p>
<p>General Course Description: This is a beginner through advanced computer applications class focused on training students with 21st century Microsoft Office Software skills. This class will allow students to take their Business software skills to the next level, including preparing them to take and pass the Microsoft Office Specialist exam upon completion of their training. Beginner to advanced skills are taught in four main concentrations: Microsoft Word processing, Excel spreadsheets, Access databases, and PowerPoint presentations. Business and management careers are explored as well.</p>	
<p>College Prerequisite(s): None</p>	<p>HS/ROCP Prerequisite(s): None</p>
<p>Advisories/Recommendations: None</p>	
<p>Course Content:</p> <ol style="list-style-type: none"> 1. Creating worksheets with several charting elements 2. Utilizing formulas, functions, and formatting techniques 3. Working with large worksheets, charting, and what-if analysis 4. Financial Functions, Data Tables, and Amortization Schedules 5. Working with Multiple Worksheets and Workbooks 6. Creating, Sorting, and Querying a table 7. Creating Templates, Importing Data, and Working with SmartArt, Images, and Screenshots 8. Working with Trendlines, PivotTables, PivotCharts, and Slicers 9. Creating, Formatting, and Editing a Word Document with digital images 10. Creating, Formatting, and Editing a Word Document with a Picture 11. Creating a Research Paper with References and Sources 12. Creating a Business Letter with a Letterhead and Table 13. Creating a Document with a Title Page, Lists, Tables, and a Watermark 14. Using a Template to Create a Resume and Sharing a Finished Document 15. Generating Form Letters, Mailing Labels, and a Directory 16. Creating a Newsletter with a Pull-Quote and Graphics 17. Using Document Collaboration, Integration, and Charting Tools 18. Crafting PivotTable and Chart Reports 19. Business Career Exploration Essay/Presentation 20. G-Matrix MOS Exam Simulator 	

Competencies and Skill Requirements:

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

1. Show preparation for international MOS certifications
2. Describe the features and functions of the categories of application software
3. Demonstrate an understanding of computer hardware and software
4. Research information and technologies
5. Identify with today's business, industry standards
6. Evaluate information presented in graphical form
7. Understand the dynamics of an office environment
8. Translate concepts into current working business environment
9. Demonstrate oral communications skills such as presentation for an audience, discussions, and debates
10. Use visual aids effectively to support an oral presentation
11. Develop and demonstrate troubleshooting skills
12. Demonstrate writing abilities such as: reports, instructions, and documentation

Measurement Methods (quizzes, tests, homework assignments, etc.):

1. Lab Activities and Presentations
2. Quizzes
3. Tests

Textbooks or Other Support Materials:

Shelly Cashman Series Microsoft Office 365 Comprehensive. Freund, Starks, Schmieder, Vermaat, Seebok, Pratt. Cengage Learning, various editions.

Procedures for Course Articulation:

Cerritos College credit for the articulated courses listed above may be received when the following criteria is met:

- The student has completed the articulated high school course listed above - Computer Applications, with a grade of "B" or higher.
- The student must enroll at Cerritos College within two (2) years from the semester date in which the course was completed.
- The student will complete and submit the Petition for Credit by Examination for Articulated High School Course Form to the Office of Educational Partnerships & Programs.
- No more than 15 units of credit may be accepted for credit by examination

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30 days written notice.

High School / District Signatures**Cerritos College Signatures**

<i>Michael Crosby</i>	9/8/2020	<i>Jandi Ja</i>	
Faculty/Department Chair	Date	Instructor/Division Chair	Date
<i>[Signature]</i>	10-29-20	<i>Rachel Mason</i> 12/10/2020	12/10/2020
Principal	Date	Dean of Instruction	Date
<i>[Signature]</i>	11/3/20	<i>ERM</i>	
Superintendent	Date	Vice President	Date












Downey USD Articulation Agreement - BA 132

Final Audit Report

2020-12-11

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