

COMPUTER APPLICATION ESSENTIALS ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of high school courses equivalent to the following competencies:

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| <p><input type="checkbox"/> WORD</p> <p>Creating and Customizing Documents</p> <ul style="list-style-type: none"> • Create and format documents • Lay out documents • Make documents and content easier to find • Personalize Office Word <p>Formatting Content</p> <ul style="list-style-type: none"> • Format text and paragraphs • Manipulate text • Control pagination <p><input type="checkbox"/> EXCEL</p> <p>Creating and Manipulating Data</p> <ul style="list-style-type: none"> • Insert data by using AutoFill • Ensure data integrity • Modify cell contents and formats • Change Worksheet Views • Manage worksheets <p>Formatting Data and Content</p> <ul style="list-style-type: none"> • Format worksheets • Insert and modify rows and columns • Format cells and cell content • Format data as a table | <p><input type="checkbox"/> POWERPOINT</p> <p>Creating and Formatting Presentations</p> <ul style="list-style-type: none"> • Create new presentations • Customize slide masters • Add elements to slide masters • Create and change presentation elements • Arrange slides <p>Creating and Formatting Slide Content</p> <ul style="list-style-type: none"> • Insert and format text boxes • Manipulate text • Add and link existing content to presentations • Apply, customize, modify and remove animations |
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A student earning a “B” grade or better may earn college credit at the following college:

Bates Technical College	INFO 101	5
Pierce College	BTECA 110 (WORD)	1
	BTECA 111 (WORD)	1
	BTECA 121 (EXCEL)	1
	BTECA 122 (EXCEL)	1
	BTECA 130 (POWERPOINT)	<u>1</u> 5
	CIP Code: 520204	