

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