

Institutional
Articulation Agreement
Articulation Articles of Agreement
Between
West Central High School
and
Northeast Iowa Community College

I. Statement of Purpose

The purpose of this articulation agreement is to provide a mechanism that will enable students enrolled in career and technical and/or applied academic high school courses to transfer to Northeast Iowa Community College and receive college credit for competencies achieved.

II. Criteria for Receiving Articulated Credit at Northeast Iowa Community College:

1. School district has a signed course articulation agreement with Northeast Iowa Community College.
2. For high school students to receive articulated credit:
 1. An official high school transcript and a Request for Articulated Credit Form must be provided to the NICC Registrar.
 2. Students must attend NICC within 12 months of high school graduation to be eligible for articulated credit.
 3. Credit will be entered on a NICC transcript after the student has accumulated 12 NICC credits post high school or GED.
 4. Articulated credit is given for NICC career and technical program classes, not 4-year college transfer courses.
 5. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements.

III. Recording of Credit

Credit(s) for articulated high school courses will be recorded on the college transcript as transfer coursework with the total hours earned. The grade is not recorded and will not be used in computing the student's cumulative college or program GPA.

IV. Cost

There will not be a charge for college credit awarded through this agreement.

V. Admission to the Program

Students completing the requirements outlined in this agreement will be considered for program entrance on the same basis as any other applicant.

VII. Termination of Agreement

This agreement will be renewed annually and is valid July 1, 201~~0~~³ - June 30, 201~~7~~⁸. This agreement becomes null and void upon termination of the secondary/postsecondary program.

High School Course: Keyboarding I
NICC Course: Intro to Keyboarding ADM106
High School Instructor: Robin Fliehler
NICC Requirements: Grade of C- or better _____

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Approval Signatures

Stuart Fuku 3-10-14
(Signature of Superintendent or Designee) Date

Robin Fliehler 3-10-14
(Signature of High School Instructor) Date

Marianne K. Wilson 05-05-14
(NICC Faculty) Date

[Signature] 5/5/14
(NICC Department Dean) Date

Katie Gilbert 5/5/14
(NICC HS Relations Coordinator) Date

Course: Keyboarding I

Instructor: Mrs. Fliehler

Objective: This course is designed to give students an opportunity to master the skills of keying and formatting documents using the “touch” method of keystroking. Students will learn to format memos, letters, tables, and other vital documents using word processing. Speed and accuracy are emphasized. Basic computer concepts will also be incorporated into this course.

Topics to Cover:

Keyboard Mastery

- demonstrate correct fingering and proper techniques to key alphabetic, numeric, and symbolic information
- use correct punctuation, grammar, spelling, and capitalization rules
- obtain required speed (1st quarter- 35 wpm; 2nd quarter – 40 wpm) and accuracy skills

Computer Applications

- identify steps of the information processing cycle
- identify and use basic vocabulary

Word Processing (using Microsoft Word)

- format standard memorandums
- format Business and Personal Business letters
- format tables
- format reports using the MLA style

Homework: The majority of assignments in Keyboarding should be completed in class. Little or no homework is assigned – other than studying for tests. Therefore, it is imperative that students be in class each day. **ATTENDANCE IS AN ESSENTIAL COMPONENT OF SUCCESS.**

Makeup Work: It is the student’s responsibility to request makeup work and to ensure that he/she has received the missed assignments.

Grading : Students are expected to develop good work habits. As most assignments are done in class, all class time should be used productively. Grades will be based upon the following:

1. Keyboarding technique – using correct fingers, not watching your fingers, correct posture, etc.
2. Timed writings – you will be timed for five minutes and graded on your speed and numbers of errors.
3. Daily assignments – completing assigned problems during class time.
4. Quizzes or tests given

Grading Scale:

100 %	A+	74-76	C
94-99	A	70-73	C-
90-93	A-	67-69	D+
87-89	B+	64-66	D
84-86	B	60-63	D-
80-83	B-	0-59	F
77-79	C+		

To figure speed: 5' timings will be taken on a weekly basis. To be considered, the timings must contain less than 5 errors. The number of errors will then be subtracted from the speed. (Example: 45 words per minute (wpm) with 3 errors will be recorded as 42 wpm.) To determine speed for the quarter, the lowest speed will be dropped and the remaining speeds will be averaged together.

1st Quarter			
Letter Grade	WPM	%	Pts.
A+	35	100	50
	34	98	49
	33	96	48
	32	94	47
	31	92	46
A-	30	90	45
B+	29	88	44
	28	86	43
	27	84	42
	26	82	41
B-	25	80	40
C+	24	78	39
	23	76	38
	22	74	37
	21	72	36
C-	20	70	35
D+	19	68	34
	18	66	33
	17	64	32
	16	62	31
D-	15	60	30
	14	58	29
	13	56	28
	12	54	27
	11	52	26
	10	50	25
	9	48	24
	8	46	23
	7	44	22
	6	42	21
	5	40	20

2nd Quarter			
Letter Grade	WPM	%	Pts.
A+	40	100	50
	39	98	49
	38	96	48
	37	94	47
	36	92	46
A-	35	90	45
B+	34	88	44
	33	86	43
	32	84	42
	31	82	41
B-	30	80	40
C+	29	78	39
	28	76	38
	27	74	37
	26	72	36
C-	25	70	35
D+	24	68	34
	23	66	33
	22	64	32
	21	62	31
D-	20	60	30
	19	58	29
	18	56	28
	17	54	27
	16	52	26
	15	50	25
	14	48	24
	13	46	23
	12	44	22
	11	42	21
	10	40	20

Business Keyboarding I

Mrs. Adam

Business Lab—Room 19



Textbook

Century 21 Keyboarding, Formatting, and Document Processing

Other outside sources will be used at various times.

Mrs. Adam will be creating a lot of projects for this class.

Lessons/Class Projects

- Review the parts of the computer and how to care for storage devices.
- Review and master the proper keyboarding techniques.
- Review some basic computer terminology.
- Review all of the keys on the computer.
- Manuscript Unit
- Composing Unit
- Proofreading Unit
- Business Letter Unit
- Business Report Unit (MLA and APA formatting styles)
- Memo Unit
- Table Unit
- Spreadsheet Unit
- Form Unit
- Office Simulations
- PowerPoint
- Work on improving speed and accuracy (at least three three-minute speed tests will be given)
- Work on grammar, punctuation, spelling, and proofreading skills.

Materials Need For Class

Everyday the student must bring their laptop, textbook, notebook, folder, pen or pencil, and a storage device (jump drive/flash drive) to class.

Grading

Grades will be based on the student's performance in the following areas:

- daily assignments (packets, manuscripts, letters, reports, memos, tables, etc.)
- quizzes (pop and announced)
- exams
- projects
- class participation/attitude
- speed/accuracy

Grading Scale

The grading scale is a point system with no weights. The following is the grading scale:

A 100%-95%

A-	94%-92%
B+	91%-90%
B	89%-85%
B-	84%-82%
C+	81%-80%
C	79%-75%
C-	74%-72%
D+	71%-70%
D	69%-65%
D-	64%-62%
F	61% and below

(The semester test will be 20% of your semester grade.)

Speed/Accuracy Grading Scale

Each error will be one point deducted from the speed. For example, if you typed 28 words per minute with 2 errors your score would be 26 gross words a minute. There will be a minimum of 3 speed tests given in order to complete this course. (Please note: there will probably be more than 3.)

Grading Scale:

A	40 and above
B	30-39
C	20-29
D	10-19
F	9 and below

Articulation Agreement with NICC

Students need to perform ALL the following tasks to receive the articulation certificate for the NICC Personal Keyboarding Course:

1. Complete assignments with an average score of 70 percent or higher.
2. Pass production tests on letters, tables, and reports with 70 percent or higher.
3. Pass a final semester test with 70 percent or higher.
4. Attain an average speed of 25 net words a minute or higher.

The average typing speed will be determined by averaging the top three class timed writings taken in the business lab with Mrs. Adam's supervision throughout the semester. Three-minute timed writings will be taken with an error limit of three errors. To obtain the net words a minute, one word will be subtracted for every error made within the three-minute timing up to the maximum of three errors.

Example: Student types 28 wpm with 3 errors, so net wpm is 25.

Student types 24 wpm with 1 error, so net wpm is 23.

Student types 29 wpm with 1 error, so net wpm is 28

Add $25 + 23 + 28 = 76$

To get the average net wpm divide 76 by 3. This equals 25.33 or 25 net wpm.

Timings with more than the maximum allowed three errors **will not** be counted. In order to count, timed writings have to be taken in the business lab with Mrs. Adam's supervision during class time or before school.

Classroom Procedures

- ☐ Respect everyone and everything.
- ☐ All homework must be complete and in by the posted deadlines.
- ☐ Pay attention at all times.
- ☐ Only speak when given permission by the teacher.
- ☐ Be courteous to everyone.
- ☐ No food or drinks in room. If you are listening to music you must wear headphones. (**NO iPods, MP3 players, phones, etc.**) (You can listen to iTunes on the computer with your own headphones)

Consequences

1-2 system

- 1) The student will be issued a warning.
- 2) The student will be issued a detention.

Major infractions---The student will be sent to the principal's office immediately. (Major infractions are at the teacher's discretion).

Classroom Policies

- ☐ All homework must be handed in by the deadline.
- ☐ Any late homework will not receive full credit.
- ☐ The student is responsible for any subject matter that occurred in class whether he or she is present or not. It is the students responsibility to contact Mrs. Adam
- ☐ In order to leave the room to go to the restroom or a locker the student must fill out the sign out sheets.
- ☐ The student is responsible for being in his or her seat when the bell rings. (see the above consequences)
- ☐ Cheating is not tolerated. The first time will result in a zero for the assignment. If it occurs again, the student will be dropped from the class. See your handbook. Below is the schools policy on cheating.
- ☐ The syllabus is subject to change.

Cheating/Plagiarism

Students are expected to do their own schoolwork. Cheating by looking at another student's work, copying others work, copying from other sources, or similar cheating **WILL NOT** be TOLERATED!!!!

Whenever a student is guilty of cheating, the teacher shall collect the paper, mark a zero for the work, and notify the parent and office as to the action taken. The parent shall be notified that a second offense will bring automatic suspension from the class.