

Articulation Agreement

2019-2020

University Alaska Fairbanks

Interior Alaska Campus

810 Dranjik

Fairbanks, Alaska 99709

Galena City School District

PO Box 299

Galena, Alaska 99741

Purpose:

In addition to the current Tech Prep Agreement between University of Alaska Fairbanks and Galena City School District, we have agreed to add the following course that is within UAF Computer Information and Office System Program:

1. Galena City School District will follow a UAF CIOS curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks pertaining to the following courses on the course below.
2. Galena City School District will teach for the attached outcomes.
3. The attached syllabus will follow the learning outcomes of the university-approved course listed.

| UAF Course Number | UAF Course Title | Number of UAF Credits | Galena City School District Course Title |
|--------------------------|-------------------------|------------------------------|---|
| CIOS F258 | Digital Photography | 3 credits | Digital Photograpy |

1. The attached syllabus will be followed.
2. Galena City School District will provide necessary support for students to be successful in this course which may include computer support, reference books and academic assistance.
3. Interior Alaska Campus will process the registrations.
4. In order to receive concurrent credit, the student will register for the Tech Prep class during the semester in which the competencies will be completed.

Approvals:

Rick McDonald
Department Head
Career and Technical College
University of Alaska Fairbanks

DocuSigned by:
Rick McDonald
3AA5C807E4754AB
April 1, 2019

Signature Date

Bryan Uher
Interim Director
University of Alaska Fairbanks
Interior Alaska Campus
Fairbanks, Alaska

Jim Merriner
Superintendent
Galena City School District
Galena, Alaska

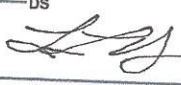
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April 1, 2019

Signature Date

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Jim Merriner
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April 30, 2019

Signature Date


Kevin Illingworth

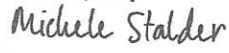
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Interim Dean-College of Rural and
Community Development
P.O. Box 6500
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Michele Stalder

Dean-Community and Technical College
604 Barnette Street
University of Alaska Fairbanks
Fairbanks AK 99701

DocuSigned by:

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Signature April 19, 2019
Date

DocuSigned by:

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Signature April 30, 2019
Date

Anupma Prakash,
Provost and Executive Vice Chancellor
P.O. Box 7580
University of Alaska Fairbanks
Fairbanks, AK 99775-7580

Signature _____
Date

**Microsoft Office Systems Certification
Syllabus**

1 credit one year course (high school credit)

3 credit one year course (UAF tech-prepped credits)

**Galena Interior Learning Academy (GILA) / Sidney C. Huntington School (SHS)
Galena City School District**

Term: 2018-2019 school year (Fall 2018 and Spring 2019)

Galena City Schools course title: MOS Certification

UAF course title: Computer Business Applications

Department and Number: CIOS 150

Credits: 1 HS credit / 3 UAF credits if tech-prepped

Prerequisites: Successful completion of Introduction to Computers

Dates: 20 August 2018 - 16 May 2019

Days and times:

A days - third period

Location: Sidney C. Huntington School (SHS) campus

Instructor: Paul Apfelbeck

Position: Media and information technology teacher

Phone: (907) 656-1205 ext. 142

Email: paul.apfelbeck@galenanet.com

Office hours: Monday-Friday 8 a.m. - 4 p.m., and by appointment

Texts:

Microsoft Office 2016 Introductory. Shelly Cashman Series, Cengage Learning, 2016.

Microsoft Office 2016 Intermediate. Shelly Cashman Series, Cengage Learning, 2016.

Microsoft Office 2016 Advanced. Shelly Cashman Series, Cengage Learning, 2016.

Supplemental Readings: Handouts supplied by instructor.

Supplies: Computer stations, textbooks, printer; necessary software and data files are provided by the instructor.

Course description:

This course is an overview of computer usage in an academic, government, and business settings, followed by the opportunity to earn a certification in basic Microsoft Office Systems software. It includes the major components of a computer and their functions, the operating system, file management, Internet essentials (browsing, searching and email), and primary office applications (word processing, presentation software, and spreadsheets). Students conclude the course with certification tests in Word, Excel, and PowerPoint.

Skill expectations:

The purpose of this course is to give students a solid foundation of computer skills in the workplace.

Course goals and student learning outcomes:

- Students will learn to use the mouse and keyboard to control the computer
- Students will learn to use the visual interface, toolbars, menus, command icons, and dialog boxes to control the computer
- Students will learn to open and close applications, manipulate documents and application windows.
- Students will learn basic file management skills such as naming files, using a logical file folder hierarchical structure, and saving and opening files.
- Students will learn to organize computer files, including moving, copying, deleting, and organizing files into folders.
- Students will learn to use Microsoft Word to type, cut, copy, paste, and use spell checker and other software tools to produce professional looking documents.
- Students will learn to efficiently browse the World Wide Web.
- Students will learn to use internet search tools to find information on the Internet.
- Students will learn to use and create Power Point documents.
- Students will learn to use Microsoft Access.
- Students will learn to create basic spreadsheet workbooks and worksheets using Microsoft Excel, including using formulas, functions, formatting, and printing.

Instructional methods:

A variety of instructional methods is used to help students understand the basic elements of Microsoft Office Systems software. These include:

- Teacher-led whole class discussion.
- Assigned readings and assigned viewing.
- Teacher demonstrations.
- Hands on project-based learning.
- Small group and individual instruction.

Grading system:

Projects, assignments and certification exam: 60%

Workplace professionalism and skills, attendance and participation: 40%

Evaluation:

Students are evaluated by their participation in class, professionalism in their approach to learning, and the quality and completion of their projects and assignments.

Grading scale:

A=100-90%

B=89-80%

C=79-70%

D=69-60%

F=59-0%

Class calendar and topics:

Introductions, syllabus, policies.

Essential computer concepts

Introduction to Microsoft Office 2016 suite

Word processing skills with Word

Certification exam for Microsoft Word

Creating, formatting, and publishing presentations with PowerPoint

Certification exam for Microsoft PowerPoint

Creating, formatting, managing and publishing numerical and textual data with Excel

Certification exam for Excel

Course policies:

- Students will conduct themselves ethically, responsibly, and professionally, respecting the rights of others to learn in a least restrictive environment.
- Attendance is mandatory
- Late assignments are not accepted following the mid-term, quarter, and semester grading deadlines without prior approval of the instructor.
- Food and drinks are not allowed near the computer stations.
- Students will take care of their personal needs (bathroom, drinks, and snacks during designated hall breaks)
- Students will not multitask during direct instruction and demonstration (no browsing the Internet, checking email, or other off-task behaviors).

Support Services:

Galena Interior Learning Academy (GILA) / Sidney C. Huntington School (SHS)

P.O. Box 259 Galena, AK 99741

(907) 656-1205

<http://gila.galenaalaska.org>

The GILA / SHS media and information technology classes offers the following learning support:

- After school tutoring and supplementary instruction
- Individual meetings by appointment with the teacher
- Career counseling

Disability Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA) and ensures that GILA / SHS students have equal access to the campus and course materials. The instructor will work with the Office of Disabilities to provide reasonable accommodation to students with disabilities.

Student Protections and Support Services:

Every qualified student is welcome in my class. As needed, I am happy to work with you, disability services, veterans' services, rural student services, etc. to find reasonable accommodations. Students at this university are protected against sexual harassment and

discrimination (Title IX), and minors have additional protections. As required, if I notice or am informed of certain types of misconduct, then I am required to report it to the appropriate authorities. For more information on your rights as a student and the resources available to you to resolve problems, please go to the following site:
<https://cms-test.alaska.edu/handbook/>