Managing the Articulation Process

Paperwork Shuffle

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&
ROBIN CARVILLE

Framework

○ Customer Service

○ Assessment

○ Continuous Improvement

Goals

- Streamline Process
- Reduce Paperwork
- Reduce Handlers
- Increase Student Articulation

Customers

- External
  - CTE Directors
  - HS Teachers
  - Students

- Internal
  - Faculty

Assessment

0 **Paper flow**
  0 Application
  0 Student Performance Record
  0 Task List
  0 Articulation Agreement

0 **Workflow**
  0 Handlers
  0 HS Teacher
  0 HS Counselor
  0 Student
  0 Tech Prep Office
  0 Department Chair
  0 Dean
  0 Admissions

Paper Flow

TASK LIST – BUSINESS

A. KEYBOARDING
1. Key straight copy: 21 wpm, 1 Err/1Min for 3 timed...
2. Key straight copy: 26 wpm, 2 Err/2Min for 3tim...
3. Key straight copy: 33 wpm, 3 Err/3Min for 3tim...
4. Key statistical data, centered and mailable form
5. Format/key an outline
6. Prepare business reports mailable @ 10 wpm
7. Format/key a memorandum
8. Proofread accurately
9. Prepare business forms, mailable copy
10. Address envelopes/labels per postal regulations
11. Key 1-page letter mailable in 20 min
12. Prepare multiple-page reports

B. INFORMATION PROCESSING
13. Demonstrate understanding of concepts/terminol...
14. Identify and utilize hardware/software componen...
15. Perform operating system procedures
16. Create/edit/save/retrieve/print word processing d...
17. Format word processing documents
18. Use spell-check and thesaurus
19. Use printer functions
20. Apply advanced features: merge, search, etc.
21. Create desktop publishing documents
22. Perform spreadsheet operations/graphs
23. Perform database operations
24. Apply integrated software skills

C. BUSINESS PROCEDURES AND SKILLS
25. File and retrieve alphabetically
26. File and retrieve numerically
27. Demonstrate awareness of geographic filing and...
28. Process incoming and outgoing mail
29. Use reference manuals and materials
30. Organize work area
31. Demonstrate efficient use of supplies and equipm...
32. Demonstrate time management skills
33. Demonstrate ability to set priorities
34. Demonstrate an awareness of office safety
35. Demonstrate awareness of current office equipm...
36. Demonstrate efficient note-taking skills

WCC TECH PREP OFFICE
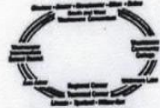Business Disk H:\Tech Prep\BST\Task List - Business\Task List.doc

Washtenaw Community College
Washtenaw Intermediate School District
Application for Articulated Credit

SS# _____ Date _____ Telephone (Area Code) _____

Name _____
LAST   FIRST   MIDDLE

WASHTENAW COUNTY

Niraj Shah
Huron High
10/07/02
INSTRUCTOR: Stocker-Bendersky

STUDENT PERFORMANCE RECORD

The Washtenaw County student performance record is a measure of a student's level of achievement on specific tasks accomplished during the school year in a high school vocational program. This record can be used to qualify a student for equivalency credit at Washtenaw Community College or may be attached to a resume to give to a prospective employer.

The level of student achievement is indicated below and is described by the following terms:
1=INTRODUCED   2=INVOLVED   3=PRODUCTIVE   4=EMPLOYABLE   NA=NOT APPLICABLE

BUSINESS TECHNOLOGY

KEYBOARDING
(01)Keys straight copy: 30 WPM, 1 Err/Min for 5 Min
4 (02)Keys straight copy: 40 WPM, 1 Err/Min for 5 Min
4 (03)Keys statistical data, centered and mailable form
4 (04)Formats/keys an outline
4 (05)Prepares business reports mailable @ 10 wpm
4 (06)Formats/keys a memo randum
4 (07)Proofreads accurately
4 (08)Prepares business forms, mailable copy
4 (09)Addresses envelopes/labels per postal regulations
4 (10)Keys 1-page letter mailable in 20 min
4 (11)Prepares multiple-page reports

INFORMATION PROCESSING
4 (12)Understands concepts/terminology
4 (13)Identifies and utilize hardware/software components
4 (14)Performs operating system procedures
4 (15)Creates/edits/saves/retrieves/prints word processing docu
4 (16)Formats documents word processing documents
4 (17)Uses spellcheck, thesaurus, etc.
4 (18)Uses printer functions
4 (19)Applies advanced features: merge, search, etc.
4 (20)Creates desktop publishing documents
4 (21)Performs spreadsheet operations/graphs
4 (22)Performs database operations
4 (23)Applies integrated software skills

4 (41)Punctuates documents correctly
4 (42)Spells correctly
4 (43)Exhibits listening skills
4 (44)Follows verbal and written instructions
4 (45)Comprehends written/technical materials
3 (46)Composes business documents
NA (47)Describes electronic communication systems
NA (48)Transcribes machine dictation, mailable form
4 (49)Performs basic receptionist duties

APPLIED MATHEMATIC SKILLS
4 (50)Operates 10 key calculator
4 (51)Computes decimals and percentages on calculators
(52)Maintains bank accounts
4 (53)Prepares a budget
(54)Applies basic payroll procedures

CRITICAL THINKING SKILLS
4 (55)Uses problem-solving
4 (56)Exhibits teamwork abilities
4 (57)Is aware of analysis/decision-making procedures

EMPLOYMENT
4 (58)Understands and applies professional dress and grooming
4 (59)Demonstrates knowledge of basic ethics/confidentiality
4 (60)Lists sources for locating employment opportunities
4 (61)Prepares a resume
4 (62)Prepares a letter of application

Washtenaw Community College
&
Washtenaw Intermediate School District
Articulation in Business Office Systems

Business Office Systems
BOS 157, Word Processing Applications I
2

...students must demonstrate competency at the "employable"
... If the student does not achieve this level in every task, but is
...mall number of tasks, the student may be recommended for
...on of the high school/vocational-technical instructor and the
...ctor.

Task No.
6, 7, 10
12-19

...ORS:
...chnical Center
...hool
...ol
...ool
... High School
...chool
...ol

_____ Date _____
...r or Instructor)

_____ Date _____

...naw\Agree Wash BOS 157.doc   1/24/11

Combination Form

Application

Performance Record

Workflow

- **Handlers**
  - HS Teacher
  - ~~HS Counselor~~
  - Student
  - Tech Prep Office
  - Department Chair
  - ~~Dean~~
  - Admissions

Electronic Processing

Easy Access

Multiple Access

Paperwork Reduction/Loss

Record Keeping

Data Accountability

A Seamles...

- Web based inform...
  - Distributed data ent...

- Access for seconda...
  - Students
  - Teachers
  - Counselors
  - School Administrato...

- Access for post sec...
  - College Faculty
  - Advisors
  - Registrar Staff

Docum

O Standardiza
  O Online listin
  O Program to c

Electronic Publishing 1 - GRPH 1322
Mary Teacher - PC

Jimmy Franks
599-83-5246

#	Compe
1	Type, f
2	Basic c computi
3	Require
4	Trace t
5	List the
6	Import t
7	Choose

Last Updated: April 20, 2010, 4:26 pm   *Required Fields

First Name*   Bobby

Initial   P

Last Name*   Jones

Unique Student ID   598798888

Social Security #*   436785244   (ex: 111223333, no dashes)

Date of Birth*   Feb ▼ 14 ▼ 1988 ▼

Ethnicity*

Gender*

School & Gra

Have a 4-Yea

Program Pre

Email Addres

Phone Numbe

Mailing Addre

City, State, Zi

(November 16, 2004

Program Stat

User Name: **a**

(you must cli

Special Populations - Mozilla Firefox   _ □ ✕

http://localhost/acsys/spcgroups.php?admid=000000000001&StudentID= ☆

Assigned Groups   Close

Group*   *Select* Group   ▼

Comment   *Select* Group
                 Economically Disadvantaged
                 Academically Disadvantaged
                 Disabled
                 Nontraditional
                 Limited English Proficientcy
                 Single Parent
                 Displaced Homemaker

Group		Note	Del
Academically Disadvantaged	07/28/2007		➡

Close

Done   ✓ S! ⧉ ◉

Course Sequence Completers

| Category 1 | Category 2 | Category 3 | Category 0 |

(Includes classes

ID#	Grad	High School	Student	Addres
658	2004	ABC High School	Williams, Harry	411 Lo
684	2004	Special Test School	Brown, Charlie	1310 S
637	2004	Special Test School	Harraid, Kenny M	111 La
652	2004	Special Test School	Snow, Jane	---
934	2005	ABC High School	Hebert, Andrew J	205 Br
646	2005	ABC High School	Spradlin, Jamie	---
659	2005	Special Test School	Doe, Shannon	---
682	2005	Special Test School	Ford, Henry	---
1020	2007	Camden High School	Harrera, Tomas Y	202 E
619	2007	Special Test School	Cuellar, Joe M	P.O. B
687	2008	Special Test School	Thomas, Kim A	1208 S
690	2008	Special Test School	thornbil, Rodney G	41 Cor

CATEMA System Demo
4241 Wood Hi - Victoria TX 77905

MyCDBv2 - [acl_student : Table]

File   Edit   View   Insert   Format   Records   Tools   Window   Help

Type a question for help

STU_ID	SSN	LNAME	FNAME	MI	DOB	ADDRESS	CITY	STATE	ZIP	AR
1	B11332222	Mathers	Jerry	R	4/13/1982	905 Nowhere Lane	Collinsville	TX	76233	930
2	111445555	Cleaver	Ward	W	6/1/1982	615 Nottingham Place Apt. 202	Collinsville	TX	76233	309
4	111885555	Dow	Jane	J	1/1/1981		Victoria	TX	77901	309
5	444557777	Dow	John	J	1/1/1981		Victoria	TX	77901	361
8	123321123	Lang	Jim	W	6/5/1986	405	Bryan	TX	77802	253
9	456654789	Public	Joshua	Q	1/2/1982	103 My Street	Lewisville	TX	75022	544
13	777889999	Lee	Robert	E	2/2/1982		Lewisville	TX	75027	
15	677885566	Durante	Danny	E	4/9/1985		College Station	TX	77845	
16	887885555	Cousteu	Phillip	L	4/4/1984	210 Wood Rd	Austin	TX	77845	715
21	159482673	Appleseed	Johnny	T	2/13/1983	604 West Street	College Station	TX	77845	101
22	475869415	Steamer	Stanley	A	2/2/1982	1605 Pleasant Drive			77845	808
23	000000000	Snith	John		1/1/1982				76013	
24	111879456	Jones	Jeff	R	3/2/1983	2709 Mystreet	College Station	TX	77845	555
25	9873749886	Brown	Bobby		2/4/1984	34343		TX	75070	343
26	111223333	Smith	Dana	L	12/10/1990	4455 Energy Lane	Victoria	TX	77905	361
27	887040658	Gunkel	Thomas	D	7/14/1987	104 Ashford	Victoria	TX	77904	361
28	631570087	Cumby	Kenneth	A	8/1/1987	1906 Sam Houston Dr	Victoria	TX	77901	361
29	927651907	Zinn	Dwayne	E	5/31/1987	311 Antietam Dr	Victoria	TX	77901	361
45	424512619	Poirrier	David	W	5/27/1986	113 Berkshire	Port Lavaca	TX	77979	361
46	809569829	Alexander	Trina	E	7/22/1986	1880 College Park Way	Port Lavaca	TX	77979	361
47	735744444	Alken	Kelly	D	5/18/1986	3602 Cypress	Palacios	TX	77963	361
48	248096066	Aimone	Shanna	L	2/14/1986	2607 Ozark St	Port Lavaca	TX	77979	361
49	354356148	Alcala	Valerie	M	5/29/1986	506 W Morganette	Inez	TX	77983	361
50	471870537	Aguirre	Joe	D	9/10/1985	1182 Tropical Dr	Port Lavaca	TX	77979	361

Record: 24 of 1209

Date   Signed

Communications

- Automatic notifications
  - System notices when new teacher accounts created
  - System notices as new class records are added

- Elective system notifications
  - Reminders for task completion deadlines

- Group email utility
  - Group email teachers, counselors, districts
  - Group by school, by district, entire system, or individuals

- Phone lists and system events calendar

Integrated System

An electronic integrated system can…

- Generate increased student interest and participation
- Provide comprehensive recordkeeping and reporting
- Improved communication between education entities
- Reduce paperwork and redundant processes
- Document the effectiveness of your program

Managing the Articulation Process

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