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&  
ROBIN CARVILLE**

# Managing the Articulation Process

Paperwork Shuffle

# Framework

- Customer Service
- Assessment
- Continuous Improvement



# Goals



Streamline Process



Reduce Paperwork



Reduce Handlers



Increase Student Articulation

# Customers

## o External

o CTE Directors

o HS Teachers

o Students

## o Internal

o Faculty



# Assessment



## o Paper flow

- o Application
- o Student Performance Record
- o Task List
- o Articulation Agreement

## o Workflow

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

# Paper Flow

## TASK LIST – BUSINESS

### A. KEYBOARDING

1. Key straight copy: 21 wpm, 1 Err/ 1Min for 3 timed w
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 memo/mandam
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 componer
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

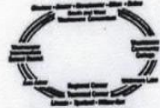
  
**Washtenaw Community College**  
**Washtenaw Intermediate School District**  
**Application for Articulated Credit**

SS# \_\_\_\_\_ Date \_\_\_\_\_ Telephone (Area Code) \_\_\_\_\_

Name \_\_\_\_\_

LAST FIRST MIDDLE

## WASHTENAW COUNTY



### STUDENT PERFORMANCE RECORD

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

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	BUSINESS TECHNOLOGY
4 (01)Keys straight copy: 30 WPM, 1 Err/Min for 5 Min	4 (41)Punctuates documents correctly
4 (02)Keys straight copy: 40 WPM, 1 Err/Min for 5 Min	4 (42)Spells correctly
4 (03)Keys statistical data, centered and mailable form	4 (43)Exhibits listening skills
4 (04)Formats/keys an outline	4 (44)Follows verbal and written instructions
4 (05)Prepares business reports mailable @ 10 wpm	4 (45)Comprehends written/technical materials
4 (06)Formats/keys a memo/randam	3 (46)Composes business documents
4 (07)Proofreads accurately	NA(47)Describes electronic communication systems
4 (08)Prepares business forms, mailable copy	NA(48)Transcribes machine dictation, mailable form
4 (09)Addresses envelopes/labels per postal regulations	4 (49)Performs basic receptionist duties
4 (10)Keys 1-page letter mailable in 20 min	APPLIED MATHEMATIC SKILLS
4 (11)Prepares multiple-page reports	4 (50)Operates 10 key calculator
INFORMATION PROCESSING	4 (51)Computes decimals and percentages on calculators
4 (12)Understands concepts/terminology	4 (52)Maintains bank accounts
4 (13)Identifies and utilize hardware/software components	4 (53)Prepares a budget
4 (14)Performs operating system procedures	4 (54)Applies basic payroll procedures
4 (15)Creates/edits/saves/retrieves/prints word processing docu	CRITICAL THINKING SKILLS
4 (16)Formats documents word processing documents	4 (55)Uses problem-solving
4 (17)Uses spellcheck, thesaurus, etc.	4 (56)Exhibits teamwork abilities
4 (18)Uses printer functions	4 (57)Is aware of analysis/decision-making procedures
4 (19)Applies advanced features; merge, search, etc.	EMPLOYMENT
4 (20)Creates desktop publishing documents	4 (58)Understands and applies professional dress and grooming
4 (21)Performs spreadsheet operations/graphs	4 (59)Demonstrates knowledge of basic ethics/confidentiality
4 (22)Performs database operations	4 (60)Lists sources for locating employment opportunities
4 (23)Applies integrated software skills	4 (61)Prepares a resume
	4 (62)Prepares a letter of application

## Washtenaw Community College & Washtenaw Intermediate School District Application in Business Office Systems

**Business Office Systems**  
**BOS 157, Word Processing Applications I**  
**2**

students must demonstrate competency at the "employable" level. If the student does not achieve this level in every task, but is able to complete a majority of the tasks, the student may be recommended for admission to the high school/vocational-technical instructor and the district.

Task No.  
6, 7, 10

12-19

ORS:  
Technical Center  
School  
High School  
School  
School

for Instructor) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

maw\Agree Wash BOS 157.doc

1/24/11

# Combination Form

## Application

## Performance Record

1					
2	Name				
3		(last)	(first)	(m.i.)	(date of birth) SSN#
4					
5	Address				
6		(number & street)	(city)	(state)	(zip)
7					
8	High School	Year Graduated			
9	The above-named student has satisfactorily met the performance standards for the following courses and is recommended for articulated credit for Washtenaw Community College course(s)				
10					
11	Course Title	Course Number	Credit Hours		
12	Photography I	PHO 111	4.0		
13					
14					
15					
16	The student competency record is a measure of the student's level of achievement on specific tasks accomplished in the high school applied technology program. The record can be used to qualify a student for articulated credit at Washtenaw Community College or may be placed in a portfolio or attached to a resume to a prospective employer.				
17					
18	Indicate student level of achievement below as described by the following terms:				
19	1= Not introduced 2= Introduced 3=Productive 4=Employable N/A= Not Applicable				
20	<b>Photography 111 (PHO 111)</b>				
21					
22	<b>A. Camera Operation and Use</b>				
23	<input type="checkbox"/>	1. Define the components and demonstrate the concepts of camera operation	<input type="checkbox"/>	9. Create proof sheet from negatives	
24	<input type="checkbox"/>	2. Know how to control depth of field in a camera	<input type="checkbox"/>	10. Create quality enlargements from negatives	
25	<input type="checkbox"/>	3. Know how to control motion in a camera	<input type="checkbox"/>	11. Control contrast in the enlarging process	
26	<input type="checkbox"/>	4. Describe different camera formats and the appropriate applications in the industry	<input type="checkbox"/>	12. Demonstrate technical solutions to visual problems in the production of photographs	
27	<input type="checkbox"/>	5. Understand wide angle and telephoto lenses and their uses	<input type="checkbox"/>	13. Work safely and effectively with photographic materials in appropriate lighting conditions	
28	<b>B. Black and White Image Production</b>				
29	<input type="checkbox"/>	6. Understand the basic principles and applications of light metering	<b>C. Photographic Composition</b>		
30	<input type="checkbox"/>	7. Understand various black and white film types and proper exposure	<input type="checkbox"/>	14. Demonstrate knowledge of a variety of compositional guidelines	
31	<input type="checkbox"/>	8. Determine the correct development process given an exposed roll of film and the available time/temp/developer data	<input type="checkbox"/>	15. Understand lighting conditions and their relationship to composition.	
32	<b>D. Photographic Image Presentation and Evaluation</b>				
33	<input type="checkbox"/>	9. Position and mount a photograph on mount board	<input type="checkbox"/>		
34	<input type="checkbox"/>	10. Demonstrate knowledge of basic spotting	<input type="checkbox"/>		
35	<input type="checkbox"/>	11. Constructively evaluate and critic photograph images	<input type="checkbox"/>		
36					
37					
38					
39					
40	Recommended by:				
41					
42					
43	High School / CTE Instructor				
44					
45	Approved by:				
46					
47					

# Workflow



## o Handlers

o HS Teacher

~~o HS Counselor~~

o Student

o Tech Prep Office

o Department Chair

~~o Dean~~

o Admissions



# Electronic Processing

Easy Access

Multiple Access


Paperwork  
Reduction/Loss

Record Keeping

Data  
Accountability

# A Seamless

- Web based information system
  - Distributed data entry
- Access for secondary schools
  - Students
  - Teachers
  - Counselors
  - School Administrators
- Access for post secondary
  - College Faculty
  - Advisors
  - Registrar Staff

**Staff - Task Menu** demo 

[Tech Prep Home](#) For system security, please remember to... [Logout](#)

**Jim Director**  
tpaddr@myip.net

**System Dates**  
School Yr. : Aug 14 to Jul 31  
Semester 1: Aug 14 to Jan 15  
Semester 2: Jan 20 to Jul 31  
**Currently Semester 2**

**Calendar (January 2011):**

<<	January 2011							>>
							1	
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

[Events](#) [Help!](#)

[System Settings](#) [System Users](#)

**2010-11** ▼  
Select School Year

News Group: [Posts](#) [Information](#)

**Teachers**  
**Classes**  
**Find Student**  
**Find Teacher/Admin**

**Courses**  
**Programs**  
**Course Sequences**  
**High Schools**  
**Districts**  
**Colleges**

**Teacher Mailing List**  
**Group Email**  
**Enrollment Alert**  
**Credit Review**

**Annual Statistics**

[Tech Prep Home](#) [Annual Summary](#) [Annual Detail](#) [Log Out](#)

# Docum

- o Standardiza
- o Online listin
- o Program to c

Electronic Publishing 1 - GRPH 1322  
Mary Teacher - PC

Jimmy Franks  
599-83-5246

- # Comple
- 1 Type, f
- 2 Basic c  
comput
- 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 & Gr**  
**Have a 4-Yea**  
**Program Pre**

**Email Address**  
**Phone Number**  
**Mailing Address**  
**City, State, Zip**  
(November 16, 2004  
**Program Status**

**User Name: a**  
(you must cl

**Special Populations - Mozilla Firefox**

http://localhost/acsys/spcgroups.php?amid=00000000001&StudentID=

[Close](#)

**Assigned Groups**

**Group\*** \*Select\* Group

**Comment** \*Select\* Group

- Economically Disadvantaged
- Academically Disadvantaged
- Disabled
- Nontraditional
- Limited English Proficiency
- Single Parent
- Displaced Homemaker

Group	NOTE	Del
Academically Disadvantaged	07/28/2007	Del

[Close](#)

Done

## Course Sequence Completers

Category 1 Category 2 Category 3 Category 0

(Includes classes

ID#	Grad	High School	Student	Address
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]

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

## o Automatic notifications

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

## o Elective system notifications

- o Reminders for task completion deadlines

## o Group email utility

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

## o Phone lists and system events calendar

# Integrated System

An electronic integrated system can...

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



# Managing the Articulation Process

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[statco@dbstatco.com](mailto:statco@dbstatco.com)