

Tech Prep Articulation Agreement

Northwestern Michigan College

AND

T B A I S D Career-Tech Center

The purpose of this agreement is to facilitate the transition of students from high school occupational and/or Career and Technical Education (CTE) program to the **Computer Studies -- Office Applications Specialist Certificate Level 1**. Program is offered at **Traverse City Mi.**

General Conditions & Requirements:

1. Student applies and is enrolled at NMC.
2. Student completes the TBAISD CTC class with a grade of B or better and achieves the required competencies to articulate the class.
3. NMC instructor evaluates the student's learning based on the course objectives, course work, and course assessments, and if necessary, an NMC written competency evaluation.
4. Articulation credits are subject to fees.
5. Credit must be requested within two (2) years of completing the TBAISD CTC program.

Aligned/Articulated Courses:

Michigan Career Pathway (Secondary): BMMT
 Federal Career Cluster (Secondary): BMAF
 PSN from CTEIS: 18263

STATE APPROVED SECONDARY PROGRAM NAME	
Finance & Financial Management Services	
CIP Code Number:	52.0800

Aligned /
Articulated
Programs

POSTSECONDARY PROGRAM NAME	
Office Applications Specialist	
CIP Code Number:	11.0601

LOCAL SECONDARY COURSE	SEGMENT
Business Careers	1-12

Aligned /
Articulated
with

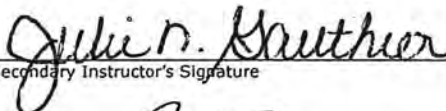
POSTSECONDARY COURSES	COURSE NUMBER	COLLEGE CREDITS
Computer & Internet Basics I	CIT 122A	1 Credit(s)
Microsoft Office-Excel	CIT 210	3 Credit(s)
		Credit(s)
		Credit(s)
Total PS Credit(s) Possible:		4

Postsecondary Institution will award articulated credit to students for the secondary program according to the condition/requirements as outlined in this agreement. Tech Prep Articulated Credit applies to degrees and certificates. This agreement is valid until date of discard. Attached to this agreement is a Tech Prep 2+2 program of study for this agreement.

Secondary School Information	Postsecondary Institution Information
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T B A I S D Career-Tech Center
 Julie Gauthier, Instructor
 880 Parsons Rd
 Traverse City, MI 49686

Northwestern Michigan College
 1701 East Front St
 Traverse City, MI 49686


 Secondary Instructor's Signature

4-28-15
 Date


 Postsecondary Instructor's Signature

5-20-15
 Date


 Secondary Authorized Administrator's Signature
 Patrick Buron, Articulation Coordinator

4-28-15
 Date


 Postsecondary Administrator's Signature
 Mike Stalker, Registrar

6/4/15
 Date

For the purposes of students enrolling and receiving articulated credit, this agreement remains effective for two additional years after expiration date to permit student access to agreed upon credits.

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Implementation Date:	8/1/2015	Expiration Date:	7/31/2018

- Documentation of secondary instructional delivery/segments, which includes the postsecondary delivery (Examples - GAP Analysis, CIP Program Review Summary Document, (2010) Assessment Taken/Passed) is available for review at **T B A I S D Career-Tech Center, , 231 922-6273.**

Tech Prep Articulation Agreement Tech Prep (2+2) Program of Study

School Year: 2015-2018

High School/CTE Agency: TBAISD CAREER-TECH CENTER

State-Approved CTE Program Name: Finance & Financial Management Services

Secondary Program CIP Code Number: 52.0800

PSN from CTEIS: 18263

Freshman – 9 th grade		Sophomore – 10 th grade		Junior – 11 th grade		Senior – 12 th grade	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
Language Arts	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
Science	Science	Science	Science	Science	Science	Math	Math
Math	Math	Math	Math	Math	Math	Pathway elective	Pathway elective
Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies	CTC program	CTC program
Physical Educ	Art	Foreign Language	Foreign Language	CTC program	CTC program		

Community College/Associate Degree: Northwestern Michigan College

State-Approved CTE/Occupational Program Name: Computer Studies – Office Applications Specialist Certificate Level 1

State-Approved CTE/Occupational Program Postsecondary CIP Code Number: 11.0601

Grade 13		Grade 14	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
*CIT 122A Comp & Internet Basics I, 1 cr			
* CIT 210 Microsoft Office – Excel, 3 cr			
See NMC’s Website for Model Schedule			
*possible articulated credits			