



Business Administration

**Articulation / Alignment Agreement
Northwestern Michigan College
and
Wexford-Missaukee Career Tech Center**

The purpose of this agreement is to facilitate the transition of students from the high school occupational and/or Career and Technical Education (CTE) program to a related program at Northwestern Michigan College.

School Name:	Wexford-Missaukee Career Tech Center
District:	Wexford Missaukee Intermediate School District
Michigan Career Pathway (Secondary):	Business, Management, Marketing and Technology
Federal Career (CIP CODE) Cluster (Secondary):	Business, Management & Administration
PSN from CTEIS:	16374
Secondary Program:	Business Management Administration
CIP Code Number:	52.0299
Aligned / Articulated Programs	
Postsecondary Program Name:	CIT Microsoft Office Applications Specialist Level I
CIP Code Number:	11.0601

Secondary Course	Segments	Postsecondary Course	Course Number	College Credits
MS Office Word		MS Office Word	CIT 119	3
MS Office Excel		MS Office Excel	CIT 210	3
MS Office PowerPoint		MS Office PowerPoint	CIT 124	2

General Conditions and Requirements:

1. Student must be enrolled at NMC in the Business Administration program and apply for articulated credit within three (3) years of their high school graduation date.
2. Student must complete the first and second years of the Wexford-Missaukee CTC courses with a grade of B or better.



Business Administration

3. Student must present their credentials indicating they have completed and passed the Microsoft Office certifications listed above. Note: The certification must be a current certification. Certifications that are older than three (3) years will be considered on an individual basis.
4. NMC instructor will evaluate the student's learning based on the course objectives, course work, and assessments, and if necessary, require an NMC written competency evaluation and/or portfolio artifacts.

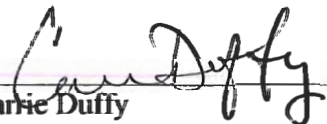
Authorized Agents

Secondary School Information:

Wexford-Missaukee Career Tech Center
 9901 E. 13th Street
 Cadillac, MI 49601

Postsecondary Institution Information:

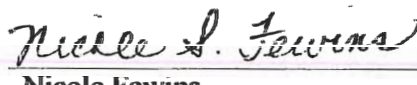
Northwestern Michigan College
 1701 East Front St.
 Traverse City, MI 49686



 Carrie Duffy
 Business Management
 Instructor

11/26/24

 Date



 Nicole Fewins
 Business Admin Program
 Coordinator

11/21/24

 Date



 Meghan Howell
 Early College
 Coordinator

11/26/24

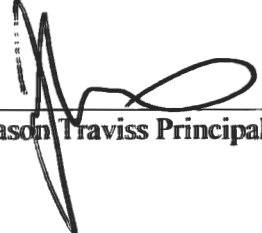
 Date



 Scott Goethals
 Business Division Dept Chair

11/21/24

 Date



 Jason Traviss
 Principal

11-26-24

 Date



 Stephen N. Siciliano
 VP for Education Services

11/25/2024

 Date

Effective Date:	1/1/2025	Expiration Date:	12/31/2027		
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