



**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.

<b>School Name:</b>	<b>Wexford-Missaukee Career Tech Center</b>
<b>District:</b>	Wexford Missaukee Intermediate School District
<b>Michigan Career Pathway (Secondary):</b>	Business, Management, Marketing and Technology
<b>Federal Career (CIP CODE) Cluster (Secondary):</b>	Business, Management & Administration
<b>PSN from CTEIS:</b>	16374
<b>Secondary Program:</b>	Business Management Administration
<b>CIP Code Number:</b>	52.0299
<b>Aligned / Articulated Programs</b>	
<b>Postsecondary Program Name:</b>	Office Administration Certificate Level II
<b>CIP Code Number:</b>	52.0402

<b>Secondary Course</b>	<b>Segments</b>	<b>Postsecondary Course</b>	<b>Course Number</b>	<b>College Credits</b>
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
Introduction to Business		Intro to Business	BUS 101	3

**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.
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



**Business Administration**

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.

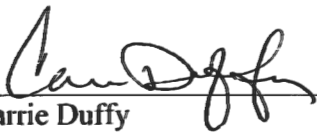
**Authorized Agents**

**Secondary School Information:**

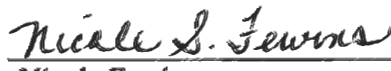
Wexford-Missaukee Career Tech Center  
9901 E. 13<sup>th</sup> Street  
Cadillac, MI 49601

**Postsecondary Institution Information:**

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

  
Carrie Duffy  
Business Management  
Instructor

11/24/24  
Date

  
Nicole S. 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		
-----------------	----------	------------------	------------	--	--