

ARTICULATION AGREEMENT Alpena Community College

AND Alpena High School

The purpose of this agreement is to facilitate the transition of students from high school occupational and/or Career and Technical Education (CTE) programs to any program that requires the postsecondary courses listed below or any program that accepts elective credits. Programs are offered at **Alpena Community College (ACC)**, Alpena, MI 49707.

General Conditions and Requirements:

1. Student must apply for articulated credit at ACC within two years of high school graduation.
2. Student must complete the ACC Application for Articulated Credit and attach an official Microsoft Score Report (dated within the last three years) showing the passing of the appropriate Microsoft Office Specialist (MOS) Certification Exam, and send both documents to Alpena Community College Registrar's Office.
3. Student must be accepted to Alpena Community College before articulated credit can be processed.

Aligned / Articulated Courses:

Michigan Career Pathway (Secondary): Business Management and Administration
 Federal Career Cluster (Secondary): Business Management and Administration
 PSN from CTEIS: 16357

STATE APPROVED SECONDARY PROGRAM NAME:		
Business Management and Administration		
CIP Code Number:	52.0299	

Aligned / Articulated Programs

POSTSECONDARY PROGRAM NAME:	
1) Any Program that requires postsecondary courses listed below, or 2) Any Program that accepts elective credits.	
CIP Code Number:	Varies

LOCAL SECONDARY COURSE	SEGMENT
Microsoft Office Specialist (MOS) <u>Word Core</u> Exam	Pass
Microsoft Office Specialist (MOS) <u>Word Expert</u> Exam (two parts & two score reports required)	Pass
Microsoft Office Specialist (MOS) <u>Excel Core</u> Exam	Pass
Microsoft Office Specialist (MOS) <u>Excel Expert</u> Exam (two parts & two score reports required)	Pass
Microsoft Office Specialist (MOS) <u>PowerPoint</u> Exam	Pass
Microsoft Office Specialist (MOS) <u>Access</u> Exam	Pass

Aligned/ Articulated with

POSTSECONDARY COURSES	COURSE NUMBER	COLLEGE CREDITS
Word Processing I + Word Processing II + Word Processing III	CIS151 + CIS152 + CIS153	1 + 1 + 1 = 3 credits total
Advanced Word Processing I + Advanced Word Processing II + Advanced Word Processing III	CIS281 + CIS282 + CIS283	1 + 1 + 1 = 3 credits total
Spreadsheets I + Spreadsheets II	CIS171 + CIS172	1 + 1 = 2 credits total
Spreadsheets III	CIS173	1 credit
CIS240 Multimedia Presentations	CIS240	3 credits
Data Base	CIS260	3 credits

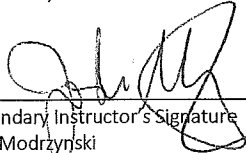
Postsecondary Institution will award articulated credit to students for the secondary program according to the condition/requirements as outlined in this agreement. Tech Prep Articulated Credit applies to degrees and certificates.

SECONDARY SCHOOL INFORMATION

POSTSECONDARY INSTITUTION INFORMATION

Alpena High School
3303 S. Third Ave.
Alpena, MI 49707

Alpena Community College
665 Johnson Street
Alpena, MI 49707



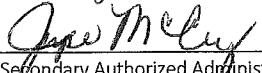
Secondary Instructor's Signature
Jodi Modrzyński

5-5-17
Date



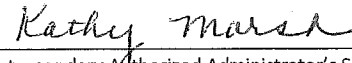
Postsecondary Instructor's Signature
Mary Jane Thomson

4-24-17
Date



Secondary Authorized Administrator's Signature
Joyce McCoy, CTE Director

4/28/17
Date



Postsecondary Authorized Administrator's Signature
Kathy Marsh, Vice Present of Instruction

4/24/17
Date

FOR THE PURPOSES OF STUDENTS ENROLLING AND RECEIVING ARTICULATED CREDIT, THIS AGREEMENT REMAINS EFFECTIVE FOR TWO (2) ADDITIONAL YEARS AFTER EXPIRATION DATE TO PERMIT STUDENT ACCESS TO AGREED UPON CREDITS.

SECONDARY SCHOOL INFORMATION

POSTSECONDARY INSTITUTION INFORMATION

Implementation Date:	December 11, 2015	Expiration Date:	None
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