



Articulation Agreement Alpena Community College And Cheboygan Area High School

The purpose of this agreement is to facilitate the transition of students from a high school occupational and/or Career and Technical Education (CTE) program to ALPENA COMMUNITY COLLEGE.

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 Application for Articulated Credit and attach an official high school transcript showing the completion of the appropriate course and send both documents to Alpena Community College registrar's office
3. Student must complete the secondary career technical education course competencies with a "B" or better final grade
4. Student must be accepted to Alpena Community College before articulated credit can be processed

Aligned/Articulated Courses:

Michigan Career Pathway (Secondary): Engineering/Manufacturing and Industrial Technology

Federal Career Cluster (Secondary): Transportation, Distribution and Logistics

PSN from CTEIS: (Use individual schools PSN in MEGS)

State Approved Secondary Program Name	
Business, Management and Administration	
CIP Code Number	52.0299

Articulated Program

Postsecondary Program Name	
Business Information Systems	
CIP Code Number	52.10401

Articulated Course

Local Secondary Course	Segment
Administrative Management	1-12

Postsecondary Courses	Course Number	College Credits
Computer Keyboarding (If touch typing is used at 30 wpm) or Computer Skill building (If touch typing is used at 45 wpm)	BIS 100 or BIS 101	1
Computer Essentials	CIS 110	1
Word Processing I (If Office 2013 or 2016 is used)	CIS 151	1
Spreadsheet I (If Office 2013 or 2016 is used)	CIS 171	1
Total PS Credits Possible		4

Alpena Community College will award articulated credit to students for the secondary program according to the condition/requirements as outlined in this agreement. Articulated credit applies to degrees and certificates. This agreement is valid until date of expiration. Attached to this agreement is a 2+2 program of study for this agreement.

Secondary Institution		Postsecondary Institution	
Cheboygan Area High School 801 W. Lincoln Ave. Cheboygan, MI 49721		Alpena Community College 665 Johnston Street Alpena, MI 49707	
<i>Heather Clark</i>	<i>5-23-17</i>	<i>Mary Jane Thomson</i>	<i>4-25-17</i>
Heather Clark Secondary Business Instructor	Date	Mary Jane Thomson BIS/CIS Instructor	Date
<i>Sandra Jeannotte</i>	<i>5-23-17</i>	<i>Kathleen Marsh</i>	<i>4/25/17</i>
Sandra Jeannotte CTE Director	Date	Kathleen Marsh Vice President for Academic and Student Affairs	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.

For office use only			
Implementation Date	July 2017	Expiration Date	June 2020

Articulation Agreement

2+2 Program of Study

School

Year: 2017 - 2020

State-Approved CTE Program

Name:

Business, Management and Administration

Secondary Program CIP Code

Number:

52.0299

PSN from

CTEIS:

Freshman – 9 th grade	Sophomore – 10 th grade	Junior – 11 th grade	Senior – 12 th grade
English 9	English 10	English 11	English 12
Algebra I	Geometry	Algebra II	Math Credit
US History/Geography	World History/Geography	Economics/Government	Science Credit
PE/Health	Visual, Performing and Applied Arts	Career Tech Center – Administrative Management	
Biology	Physics or Chemistry		
World Language	World Language		

Community College/Associate

Degree:

Business Information Systems – Administrative Assistant

State-Approved CTE/Occupational Program Postsecondary CIP

Code Number:

52.0401

Grade 13		Grade 14	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
BIS101 (1 credit) ***	BIS140 (3 credits)	BUS123 (4 credits)	BUS124 (4 credits)
BUS121 (3 credits)	CIS171 (1 credit) ***	CIS250 (3 credits)	BUS235 (3 credits)
BUS125 (3 credits)	CIS172 (1 credit)	Recommended BUS Elective (3 credits)	BUS248 (3 credits)
CIS110 (1 credit) ***	CIS173 (1 credit)	ENG112 or ENG122 (3 credits)	BUS257 (1.5 credits)
CIS111 (1 credit)	CIS240 (3 credits)	American Gov Req (3 credits)	CIS258 (3 credits)
CIS151 (1 credit) ***	CIS281 (1 credit)		
CIS152 (1 credit)	CIS282 (1 credit)		
CIS153 (1 credit)	CIS283 (1 credit)		
ENG111 or ENG121 (3 credits)	CIS241 (3 credits)		

*** Articulated Course