



**BUSINESS**  
**Effective Date 1/1/12**

**Articulation Agreement Between**  
North Coast Tech Prep Partnership and Cuyahoga Community College  
**Student Form**

North Coast Tech Prep High Schools:  
Cleveland Metropolitan School District  
Cuyahoga Valley Career Center  
East Cleveland  
Maple Heights City Schools  
Mayfield Excel TECC  
Medina County Career Center  
Parma City Schools  
Tri-Heights

West Shore Career & Technical Education District

*Business Pathways: Administration & Professional Support, Business Management, Legal Management & Support, Medical Management & Support, The Company*

**Leading to an Associate Degree at Cuyahoga Community College:**

For the purpose of this agreement, a Tech Prep student is defined as a student who is enrolled in and completed the prescribed program of study for grades 9-12. This program of study has been identified and approved by high school and college administrators and business and industry representatives as a curriculum that provides the students with the academic and technical competencies that have been developed through a Career Field Technical Content Standards Review Process or similar procedure. This process ensures a seamless learning progression of technical and academic skills from high school through college.

**TO RECEIVE CREDIT THE STUDENT MUST:**

1. Earn a 3.0 GPA in an approved high school Tech Prep Program.
2. Earn a high school cumulative GPA of 2.0 or higher in grades 9 through 12.
3. Pass Algebra 2 (or equivalent) prior to graduation from high school.
4. Maintain 95% attendance in Tech Prep Program.
5. Submit a CCC application prior to graduation from high school.
6. Submit an Articulation Agreement, signed by the student and high school teacher, prior to graduation from high school.

**ARTICULATED CREDIT**

Specific course(s) for which the student is eligible to receive:

<b>BADM 1020</b>	<b>Introduction to Business</b>	<b>3 Semester Credits</b>
<b>IT 1000</b>	<b>Keyboarding</b>	<b>2 Semester Credits</b>
<b>IT 1010</b>	<b>Introduction to Microcomputer Applications</b>	<b>3 Semester Credits</b>
<b>IT 1060</b>	<b>Introduction to Windows</b>	<b>2 Semester Credits</b>

**BRIDGE COURSE ARTICULATED CREDIT**

NONE

**CERTIFICATION/TEST/REVIEW ARTICULATED CREDIT**

Upon successful completion of the following certification(s) the student is eligible to receive:

**Word certification will receive**

<b>AOS 1200</b>	<b>Word Processing I</b>	<b>3 Semester Credits</b>
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**Excel certification will receive**

<b>AOS 1250</b>	<b>Electronic Spreadsheet Use and Design</b>	<b>3 Semester Credits</b>
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Students must pass the final exam for Law Office Technology to receive:

**PL 1501      Law Office Technology**

**2 Semester Credits**

Students who successfully meet the requirements will receive the above credit to apply towards the Associate of Technical Study Degree with a concentration in E-Business Management, Office Operations Management, Human Resource Management, Small Business Management; as well as Associate of Applied Business Degree in Information Technology with a concentration in Information Application Specialist, Accounting or students may choose to earn any Associate Degree.

***CREDIT WILL BE TRANSCRIPTED UPON COMPLETION OF THE ABOVE CONDITIONS.***

The maximum Comparable Credit a student can receive is 30 semester credits as stated in the Cuyahoga Community College Comparable Credit Policy. The student has 1 year from date of high school graduation to complete the agreement process.

**\*Agreements are open for review on a yearly basis as deemed necessary by the high school or college, and are effective for June 2012 graduates from the approved College Tech Prep Programs listed on page one of this agreement.**

I do hereby certify that to the best of my knowledge the information given on this articulation agreement is complete, and that any misrepresentation may be cause for denial of articulated credit. I authorize each high school I have attended to release academic information to Cuyahoga Community College.

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High School Tech Prep Program Name

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
High School

\_\_\_\_\_  
Student Signature/date

\_\_\_\_\_  
Student Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
High School Tech Prep Teacher Signature/Date

\_\_\_\_\_  
Student Social Security Number