



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

North Coast Tech Prep High School Programs:  
 Bedford City Schools–Microsoft Office  
 Cleveland Metropolitan School District (*East Tech, John Marshall, East High, Jane Addams, Collinwood*) –  
 Administrative Business Technology, Business Administration and Management, Computer Business  
 Systems, Professional Office Technology, Legal/Medical Secretary  
 Cuyahoga Valley Career Center –Legal Secretary, The Company  
 Maple Heights – Microsoft Office, Information Processing, The Company  
 Mayfield Excel TECC (*Brush High School*) – Business Management  
 Medina County Career Center – Microsoft Certified Systems Administrator  
 Parma City Schools (*Parma HS*) –Medical/Legal, Office Technology  
 Tri-Heights Career Prep (*Cleveland Heights High School*) – Business Management  
 West Shore Career-Technical Education District (*Lakewood High School*) – Business Management,  
 Medical Office Management

**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 curriculum pathway for grades 9-12. This pathway has been identified and approved by high school and college administrators as a curriculum that provides the students with the academic and technical competencies that have been developed through a Career Field Standards Document review process or similar procedure. This process ensures a seamless learning progression of technical and academic skills from high school to 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. Submit a CCC application prior to graduation from high school.
5. 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 credit:

<b>IT 1000 Keyboarding</b>	<b>2 Semester Hours</b>	<input type="checkbox"/>
<b>IT 1060 Introduction to Windows</b>	<b>2 Semester Hours</b>	<input type="checkbox"/>
<b>IT 1010 Introduction to Microcomputer Applications</b>	<b>3 Semester Hours</b>	<input type="checkbox"/>
<b>BADM 1020 Introduction to Business</b>	<b>3 Semester Hours</b>	<input type="checkbox"/>

**BRIDGE COURSE CREDIT**

NONE

**CERTIFICATION/TEST/REVIEW CREDIT**

Additional articulated credit may be received by completing the following certifications:

**Word Certification will receive**

<b>ITAP 1200 Word Processing I</b>	<b>3 semester hours</b>	<input type="checkbox"/>
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**Excel Certification will receive**

<b>ITAP 1250 Electronic Spreadsheet Use and Design-</b>	<b>3 semester hours</b>	<input type="checkbox"/>
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For Office Use Only

