

**Washtenaw Community College
&
Manchester High School
2011-2012 School Year**

Secondary/Post Secondary Articulation Agreement Annual Reauthorization

The instructors convened and agree that the current articulation agreements for the courses and programs contained in this document meet agreed upon conditions and the outcomes have been updated. The articulation agreements for all programs contained in this document will be reauthorized for students for the 2011-12 school year. Participating teachers at the secondary level will provide the appropriate student performance record for each student which certifies areas and levels of task achievement. This record will serve as proof of competency for the recommended credit.

Eligible students will be informed of the opportunity to earn college credit.

Contained in this document are:

- List of specific parties in the 2+2 program alignment and articulation
- The secondary and post-secondary state approved CIP code
- The effective dates of implementation (start date), expiration (ending), and discard dates (students are no longer able to access credit)
- The secondary program fulfills the corresponding course at the post-secondary program
- Specific courses that are the foundation of the aligned Tech Prep program articulation agreement. Include academic as well as technical course requirements
- Specific timeline to apply for the credit, or to take a competency test to qualify for the credit
- Specific requirements from the post-secondary institution that a student must meet before articulated credits are granted

This agreement remains effective for two additional years after expiration date to permit student access to agreed upon credits. Please see effective dates.

Curriculum information contained in this document is subject to change at any time. Please consult with college advisor or college website for more current and up-to-date information.

**Secondary – Post-secondary
Curriculum Alignment**

Manchester High School			Washtenaw Community College		
Course Number	Title	CIP Code	Course Number	Title	CIP Code
Business Office Systems					
52.0299			52.0402		
	Business Tech & Computer Applications		BOS 101A	Introduction to Keyboarding (1cr)	
	Business & Computer Technology I		BOS 101B	Intermediate Keyboarding (1cr)	
	Business & Computer Technology I		BOS 101C	Advanced Keyboarding (1cr)	
	Microsoft Office Specialist		BOS 157	Word Processing and Document Formatting I (3cr)	
	Business Management Support		BOS 107*	Office Administration 1 (4cr)	

Secondary / Post-Secondary Program Alignment

HIGH SCHOOL COURSE SEQUENCE

9th Grade	10th Grade	11th Grade	12th Grade
Literature / Composition 9 Algebra Science 9 Human Perspectives World Cultures Physical Education	Literature / Composition 10 Algebra 2 Biology American History 1 Speech Computer Science	Language Arts 11 American History 2 21 Century Issues and Perspectives Business Technology (3 Credits)	Language Arts 12 Political Science Economics Business Technology (3 Credits)

WASHTENAW COMMUNITY COLLEGE**Administrative Assistant Technology****Associate in Applied Science Degree**

General Education Requirements		(22 - 23 Credits)
ENG 111	Composition I	4
COM 101	Fundamentals of Speaking	3
MTH 125	Everyday College Math	3
Nat. Sci.	Elective(s)*	3 - 4
Soc. Sci.	Elective(s)	3
Arts/Hum.	Elective(s)	3
CIS 100	Introduction to Computers and Software Applications	3
*BIO 102 or BIO 109 is required for the Medical Administrative Assistant Option.		
Major/Area Requirements		(24 Credits)
BOS 101C	Advanced Keyboarding	1
BOS 107	Office Administration I	4
BOS 157	Word Processing and Document Formatting I	3
BOS 182	Database Software Applications	3
BOS 183	Spreadsheet Software Applications	3
BOS 206	Scheduling and Internet Office Applications	2
BOS 207	Presentation Software Applications	2
BOS 225	Integrated Office Applications	3
BOS 257	Word Processing and Document Formatting II	3
Required Support Courses		(5 - 6 Credits)
CIS 117	Windows Operating System	2
COM 102 or	Interpersonal Communication	
ENG 226	Composition II	3 - 4

Program Concentrations:

Complete the required courses in either the Administrative Assistant or Medical Administrative Assistant Option below. Check course descriptions for prerequisites.

Administrative Assistant Option (ADMA)		(13 Credits)
ACC 111	Principles of Accounting I	3
BOS 130	Office Financial Applications	3
BOS 208	Desktop Publishing for the Office	3
BOS 250	Office Administration II	4
Medical Administrative Assistant Option (MEDA)		(15 Credits)
BOS 210	Medical Transcription	3
BOS 223	Medical Office Procedures	3
BOS 224	Medical Office Insurance and Billing	4
HSC 101	Healthcare Terminology	1
HSC 115	Medical Office and Laboratory Procedures	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
Minimum Credits Required for the Program:		64 - 68 Credits

Conditions & Requirements

1. Students must meet admissions requirements of the college.
2. Students should successfully complete a preponderance of tasks at the employable level.
3. Students must receive recommendation from the high school instructor.
4. Students must apply for articulated credit within 24 months following high school graduation.
5. Students must successfully complete 1 credit hour at WCC. Students should also check the requirements of their programs to determine if specific courses are required or recommended.
6. Students shall meet requirements of the intended curriculum and program of study.

Special Conditions

1. This agreement is in effect for students who enter into their career and technical program beginning Fall of 2011 and matriculates to Washtenaw Community College by Fall of 2014.
2. Exception: Students entering the Nursing Program must meet program requirements at the time of entry into the program.
3. All federal, state, and accreditation mandates supersedes this articulation agreement.

Effective Dates

Agreement implementation date: September 1, 2011

Agreement term date: August 31, 2012

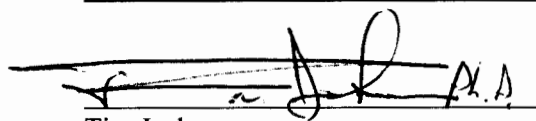
Agreement discard date: September 1, 2014

Participating Instructors

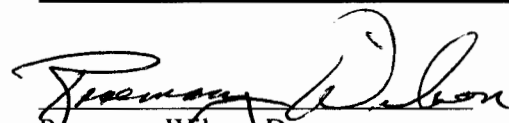
Program	Instructors
Business Office Systems	Leslie Rollins, Manchester High School Joyce Jenkins, Washtenaw Community College

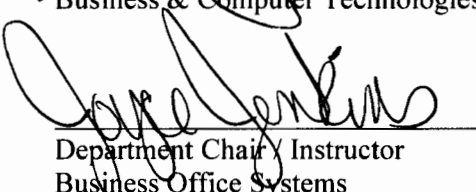
Signatures

Washtenaw Intermediate School District


Tim Jackson
Washtenaw Intermediate School District
9/20/11
Date

Washtenaw Community College


Rosemary Wilson, Dean
Business & Computer Technologies
9/20/11
Date


Department Chair / Instructor
Business Office Systems
8/23/11
Date