



Northeast Texas Community College
TECH-PREP AGREEMENT
Program Area: Office Technology
Associate of Applied Science
CIP Code: 52.0407
September 2008 – August 2011

Northeast Texas Community College has agreed to grant credit to students completing the following course (s) under the guidelines for credit described below.

ARTICULATION AGREEMENT
AWARD OF POSTSECONDARY CREDIT FOR
COMMONLY ARTICULATED TECHNICAL EDUCATION COURSES

HIGH SCHOOL COURSE	WECM COLLEGE COURSE
12011200 BEGBCIS1-Business Computer Information Systems I (1) Grade 9-10 AND 12031300 ADVBCIS1-Business Computer Information Systems II (1) Grade 10-12	ITSC 1309 Integrated Software Applications I (3)
12011500 KEYBRDG-Keyboarding (1) Grade 9-10 OR 12022800 WDPROAP-Word Processing Applications (.5) Grade 9-10 AND 12011200 BEGBCIS1-Business Computer Information Systems I (1) Grade 9-10	POFT 1329 Beginning Keyboarding (3)
12011600 RECDKPNG Recordkeeping (1) Grade 9-12	POFT 1319 Records & Information Management I (3)
12022100 BEGACCT1-Accounting (1) Grade 10-12 AND 12031100 ADVACCT1-Accounting II (1) Grade 10-12	ACNT 1313 Computerized Accounting I (3)
12011100 BUSCOMNS-Business Communications (1) Grade 10-12 OR 12031200 ADVADPR1-Administrative Procedures I (1) Grade 11-12 AND 12031210 ADVADPR2-Administrative Procedures II (1) Grade 11-12	POFT 2312 Business Correspondence & Communications (3)
12011300 BUSSUPSY-Business Support Systems (.5) Grade 9-10 AND 12022500 BUSMGMT-Business Management (.5) Grade 10-12 AND 12022400 BUSLAW-Business Law (.5) Grade 11-12	BMGT 1327 Principles of Management (3)

12121220 MEDTERM-Medical Terminology (.5) Grade 9-12 AND 12121250 PHARM-Pharmacology (.5) Grade 11-12	HPRS 1106 Medical Terminology (1)
N1295000 WBL/Career Preparation (2) Grade 11-12	POFT 2380 Administrative Assistant/Secretarial Science Cooperative (3)

Credit Guidelines

To receive credit, the teacher/administration must satisfy the following requirements:

1. Must possess a bachelor's degree in a field directly related to the subject area.
2. For courses that are articulated to a community college academic transfer course, the teacher must possess a master's degree, plus eighteen academic credit (18) hours.
3. The school district must maintain teacher certification records on file at the school district.
4. Must be able to assure and verify to the community college dean that the articulated high school course is being taught at the community college level.

To receive credit, the student must satisfy the following requirements:

1. Must meet all NTCC admission requirements.
2. Must have graduated from high school.
3. Must have an approved NTCC AAS Office Technology Degree Plan.
4. Must have completed the specified high school course (s) with a minimum grade of 80.
5. Be currently enrolled at NTCC and have completed twelve (12) semester hours of credit.
6. Petition for college credit within fifteen (15) months from date of high school graduation.

For _____ ISD

For Northeast Texas Community College

Director, Career & Technology Date

Dean, Workforce Education Date

Principal Date

Upper East Texas T.P. Director Date

Superintendent Date

President, NTCC Date

- Articulation Agreements must be renewed after three (3) years.
* The Upper East Texas Tech Prep Consortium does not discriminate based on gender, race, color, national origin, religion, age, or disability *