



Texarkana College
TECH-PREP AGREEMENT
Program Area: Office Careers
One Year Certificate
CIP Code: 52.0408
September 2008 – August 2011

Texarkana 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
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 1127 Introduction to Keyboarding (1) AND POFT 1429 Beginning Keyboarding (4)
12011600 RECDKPNG-Recordkeeping (.5) Grade 9-12 AND 12022200 BNKFINSY-Banking & Financial Systems (.5) Grade 11-12	POFT 1319 Records & Information Management I (3)
12031200 ADVADPR1-Administrative Procedures I (1) Grade 11-12 OR 12031210 ADVADPR2-Administrative Procedures II (1) Grade 11-12	POFT 1309 Administrative Office Practice I (3)

Credit Guidelines

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

1. Must possess a minimum of an associate degree in a field directly related to the subject area (bachelor's degree preferred).
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 TC admission requirements.
2. Must have graduated from high school.
3. Must have an approved TC Office Careers One-Year Certificate Degree Plan.
4. Must have completed the specified high school course (s) with a minimum grade of 80.
5. Be currently enrolled at TC 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 Texarkana College

Director, Career & Technology Date

Dean, Occupational/Tech. Programs Date

Principal Date

Upper East Texas T.P. Director Date

Superintendent Date

President, Texarkana College Date

- Articulation Agreements must be renewed after three (3) years.