



MASSACHUSETTS PERKINS IV SECONDARY POSTSECONDARY CVTE LINKAGE

ARTICULATION AGREEMENT

ADMINISTRATIVE ASSISTANT CERTIFICATE (AAC)

Mount Wachusett Community College

And

Montachusett Regional Vocational Technical School

Based upon the mutual concern for the continued growth of students, and in an effort to provide a continuing articulated program that builds on past learning experience and eliminates unnecessary duplications of instruction, we mutually subscribe to the following:

1. Students who have graduated high school with a minimum overall high school grade point average (GPA) of 2.0 on a 4.0 scale and who have completed the high school courses listed under (A) with a 3.0/B or better GPA, and who meet all the criteria listed below, will be granted MWCC college credits for the courses listed under (B).

(A)

(B)

High School Course / Program

MWCC Courses to be Articulated

Business Technology I-IV
 Pass a basic keyboarding test of 5 minutes at 30 wpm with 5 or fewer errors. A limit of two attempts has been determined and will be administered by MWCC faculty. *
 In order to earn the 3 credits for EOA 107, the student must pass the MS Word test at the current version, administered at Montachusett Regional Vocational Technical School by Montachusett Regional Vocational Technical faculty.

BUS112 Intro to Customer Relations: 3cr.
 BUS125 Communicating for Business and Industry: 3cr.
 EOA 107 Word Processing: 3 cr.
 EOA180 Externship Experience for the Administrative Assistant: 3 credits (Credit for EOA180 will be granted if the student passes EOA110 with a grade of B/80 or higher and the student's grade for their high school co-op experience was a B/80 or higher.

2. Applicants for credit must meet all MWCC admissions requirements and must be an enrolled/ registered student in good standing at MWCC including:
 - a. Submit a standard application for admission to the Admissions Office on time (no application fee required).
 - b. Present a high school transcript to MWCC Advising showing the Career Pathway Courses completed.
3. The graduation requirements will be no different from the graduation requirements for all other students.
4. MWCC will honor this agreement for two years after the student's date of high school graduation. In cases where a student's graduation exceeds 2 years, MWCC will determine eligibility on a case by case basis.
5. This agreement will be in effect for three years and is subject to an annual review by both parties.


Agreed to this 15th day of February, 2017.

Review Date: May 2020

CVTEL Articulation Agreement

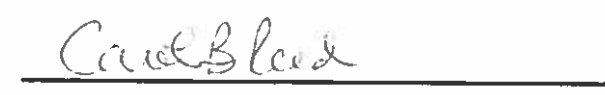
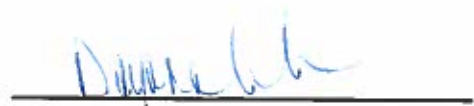
Mount Wachusett Community College

Montachusett Regional
Vocational Technical
School





Melissa Fama, Ph.D.
Vice President of Academic Affairs

Thomas Browne, Principal

Dr. Carol Reed, Professor of CIS

**Dayana Carlson, Assistant
Principal**

**Linda Scullane, Assistant Director of
Articulation & Curriculum Pathways**

Angela Ikonen, MEd

FALL

- ENG101 College Writing
- ** EOA110 Administrative Assistant Office Procedures
- BUS112 Intro to Customer Relations
- CIS121 Spreadsheet

SPRING

- EOA107 Word Processing
- *** ACC101 or CIS123 Accounting OR Database
- BUS125 Communicating for Business
- **** EOA180 Externship Experience for the Administrative Assistants

- * The required keyboarding test will be administered at the MWCC Gardner Campus
- ** Students must earn a grade of B/80 or higher in EOA110 in order to receive credits for EOA180
- *** If students pass the ACC101 exam created by MWCC faculty, they will be required to take CIS123
- **** Students must earn a grade of B/80 in EOA110 and have completed their high school co-op experience with a grade of B/80 or higher in order to receive credits for EOA180