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) High School Course / Program

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.

(B) MWCC Courses to be Articulated

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 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 __________ day of __________, 2017.

Review Date: May 2020

CVTEL Articulation Agreement

Mount Wachusett Community College

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

Dr. Carol Reed, Professor of CIS

Linda Scullane, Assistant Director of Articulation & Curriculum Pathways

Montachusett Regional Vocational Technical School

Thomas Browne, Principal

Dayana Carlson, Assistant Principal

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