

## Bay Mills Community College – Articulation Agreement

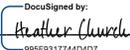
### Sault Area Career Center and Bay Mills Community College (BMCC)

|   |  |   |
|---|--|---|
| <b>Contacts:</b>  | Heather Church: Office Administration and Medical Office<br>Shannon Jones: Business Administration<br>Tyler Postma: Computer Information Systems<br>Samantha Cameron: Vice President of Academics<br>Sherri Schofield: Registrar | <b>Valid For:</b> 2023-24 / 2024-25               |
|   | Katie Watchorn: Sault Area Career Center Instructor<br>Heather Suggitt: Sault Area Career Center Instructor<br>Kellie Greener: Sault Area Career Center Instructor   |   |
| <b>Sault Area Career Center</b>   |  | <b>BMCC Equivalency</b>                           |
| Accounting and/or Financial Marketing – QuickBooks Online Certified User                      |  | AC105: QuickBooks for Small Business (3 credits)  |
| Administrative Services<br>NOCTI 70% or above   |  | BU113: Introduction to Business (3 credits)       |
| Administrative Services Microsoft Office Specialist (MOS) Associate – Word, Excel, PowerPoint |  | CS121: Principles of Microsoft Office (4 credits) |
| Administrative Services Microsoft Word Expert   |  | OE128: Word Processing (4 credits)                |
| Administrative Services, Business Communication Certification                                 |  | OE121: Office Procedures (3 credits)              |
| Digital Business (Certified in InDesign, Illustrator, Photoshop, and Premiere Pro)            |  | CS133: Graphic Design I (4 credits)               |
| Digital Business (Certified in Python)  |  | CS221: Computer Programming (4 credits)           |

Students will be required to verify course completion by submitting their transcript to BMCC's Registrar's Office. The Career Center will be required to submit a compiled list of students who completed the industry certifications to BMCC's Registrar's Office.

Approved By:

5/16/2023

  
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Heather Church  
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BMCC Office Administration Department Chair                      Date

  
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Dan  
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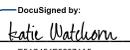
BMCC Business Department Chair                      Date

  
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Heather Suggitt  
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Sault Area Career Center Representative                      Date

  
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Tyler Postma  
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BMCC CIS Department Chair                      Date

  
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Katie Watchorn  
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Sault Area Career Center Representative                      Date

  
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Samantha Cameron  
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BMCC Vice President of Academics                      Date

  
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Kellie Greener  
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Sault Area Career Center Representative                      Date

  
DocuSigned by:  
Sherri Schofield  
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BMCC Registrar                      Date