Information Technology Career Pathway

ARTICULATION AGREEMENT

Secondary School:

Secondary Program: **Business Technologies**

AND

Postsecondary School: **NHCTC – Stratham**

Postsecondary Program: **A.S. Computer Technologies**

Effective Date: From_____to _____

Signatures

_____   _____
Department Chair, NHCTC-Stratham   **Date**

_____   _____
President   **Date**

_____   _____
Director
Technology Center   **Date**

_____   _____
Department Chair
Technology Center   **Date**

<center>**Partner Responsibilities:**</center>

NHCTC-Stratham:

Provide an opportunity for high school students to visit the college campus, attend classes, and interview with an admissions counselor.

Establish a process whereby course content and objectives are annually reviewed with the high school principal and/or vocational director and the secondary instructor(s). The college will follow established procedures for those courses in the BT strand that are offered as Running Start courses.

Secondary School:

Provide an opportunity for high school students to visit the college campus, attend classes, and interview with an admissions counselor.

Establish a process whereby course content and objectives are developed and annually reviewed with the postsecondary department chair and instructor(s). The secondary school will follow established procedures for those courses in the BT strand that are offered as Running Start courses.

Student:

Makes arrangements to visit the college campus, attend classes and interview with the college admissions counselor.

Maintain 3.0 grade point average on a scale of 4.0 with a 90% attendance rate.

<center>**Terms and Conditions**</center>

Students enrolled in the high school recommended sequence of courses may have the opportunity to earn college credit when the following criteria are met:

    a. **A review of the skills profile indicates attainment of necessary skills and standards required by the college course**

    b. **An attendance rate of no less than 90%**

    c. **A grade point average of a B or 3.0 on a 4.0 scale or higher in the technical courses**

d. **Attainment of national certification, such as Microsoft Office User Specialist, which documents prior learning and, thus, advances students to the next level of course(s)**

Sequence of Aligned Courses

High School	NHCTC-Stratham
Business Law	**BUS211 Business Law** Based on student input at the start of the course, the course will encompass some of the common topics in criminal and civil law. Likely areas to be taught and discussed include civil and criminal justice systems, contracts, consumer protection, real and personal property, insurance, employment and wills.
Principles of Marketing	**MKTG125 Principles of Marketing** An introduction to basic concepts with primary applications to public and non-profit organizations, national and global, including marketing objectives, strategies segmentation and promotion.
Accounting I	**ACCT113 Accounting I** An introduction to accounting as the language of business. The student will be introduced to accounting procedures necessary to prepare financial statements utilizing current concepts and principles. This includes journalizing transactions, trial balance, adjustments, closing entries, accounts receivable and payable, special journals, payroll, cash receipts, disbursements and banking procedures.
Accounting II	**ACCT123 Accounting II** This course consists of a more in-depth study of accounting procedures and concepts. An emphasis is placed on accounts from the balance sheet such as: notes receivable, investments, property, plant and equipment, intangible assets and current and long-term liabilities. This course will also introduce partnerships and corporations as well as stock transactions. The student will learn to report and analyze cash flows and to use financial statement ratio to measure financial performance.

Business and Personal Law	BUS211 Business Law
	Based on student input at the start of the course, the course will encompass some of the common topics in criminal and civil law. Likely areas to be taught and discussed include civil and criminal justice systems, contracts, consumer protection, real and personal property, insurance, employment, and wills.
Web Page Design I	CIS124 Web Programming I
	This course covers all introductory web page development syntax. Students will study in detail the required tags, semantics, and idioms of HTML (hypertext markup language) as defined by the current version of the W3 Consortium standard. The course will cover all HTML tags and attributes, rules, images, links and document layout with an emphasis on cascading style sheets.
Microsoft Office	CIS221 Advanced Word Processing
	This course encompasses the intermediate and advanced features, commands, and functions of the most current version of Microsoft Word to achieve mastery-skills level. Students will learn to prepare, enhance, and customize documents from basic communication formats to more complicated formats. Advanced tool and techniques will be introduced such as graphics, tables, charts, drawings, multimedia clips as well as cut and paste, macros, formatting and design plus mail merge, columns, wizards and OLE files.
Entrepreneurship	BUS214 Entrepreneurship
	Focuses on all aspects of starting a business: selecting promising ideas, initiating new ventures, and obtaining initial financing. Concentrates on how revenues are begun, how venture ideas and other key ingredients for start-ups are derived, and how to evaluate new venture proposals. Explores business plan development, legal and tax considerations.