

## 2014-2015 ARTICULATION AGREEMENT

*between*

**Baltimore City Public Schools and The Community College of Baltimore County**

Baltimore City Public Schools Program Title:  
**Business Management and Finance  
Cluster, Administrative Services Pathway**

CCBC Program Title:  
**Office Administration**

Course #	Course Title	Credits Earned	Course #	Course Title	Credits Awarded
<b>All Schools Eligible</b>			<b>Office Administration</b>		
22107	Principles of Business Administration & Management	1	OFAD102	Basic Keyboarding Appl.	2
22244	Principles of Finance & Accounting	1	*OFAD104	Keyboarding II Applications	3
22336	Office Systems Management I	1	OFAD107	Introduction to PowerPoint	3
22337	Office Systems Management II	1	OFAD160	Computers in the Business World	3
			OFAD228	Introduction to MS Word	3
			OFAD243	Database Management	3
			OFAD246	Spreadsheet Applications	3
			MNGT101	Introduction to Business and Industry	3

Please note: Students successfully completing other BCPS Business electives may be eligible for additional articulated credits.

In addition, students who pass the MOS Word Exam will earn credit for CSIT130; students who pass the MOS Excel Exam will earn credit for CSIT 132; and students who pass the MOS Access Exam will earn credit for CSIT134.

<b>MOS Examinations</b>		
CSIT130	Comprehensive Word Processing	3
CSIT132	Comprehensive Spreadsheets	3
CSIT134	Comprehensive Databases	3

\*Students must be assessed by the CCBC OFAD Program Coordinator to receive credit for OFAD 104.

**Baltimore City Public School students must successfully complete a minimum of four high school credits with a cumulative technical grade point average of B or better in the CTE career completer program of study to receive articulated credit.**