

**Statewide Articulation Agreement Between
 The Tennessee Community Colleges and
 The Tennessee Colleges of Applied Technology
 For the Period of Fall 2018 through Spring 2021
 For the Program Area: Administrative Professional Technology**

The Tennessee community colleges hereinafter referred to as the "CC(s)" and the Tennessee colleges of applied technology hereinafter referred to as the "TCAT(s)" have entered into a statewide partnership which promotes student transfer and program articulation. The partnership is for the purpose of providing eligible TCAT students the opportunity to receive college credit upon successful completion of a qualified program at a TCAT and by earning recognized industry certification(s) as identified in "APPENDIX A."

OVERVIEW

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by the individual CCs, we hereby enter into this Agreement to provide the eligible TCAT students the opportunity to receive college credit upon successful completion of a qualified program at a TCAT and by earning recognized industry certification(s) as identified in "APPENDIX A."

The CCs determine awarded credits based upon the certification earned.

1. TCATs will indicate on student transcripts the specific coursework completed and certifications taken and passed (if known).
2. When evaluating student transcripts, the CC will award credit based on certifications identified in "APPENDIX A."
3. In addition, CCs may also evaluate transcripts on a course-by-course basis.
4. Pre-requisite courses must be considered prior to accepting credit via this agreement.
5. Students must meet the standards and follow the procedures of the individual CC catalog for the year they enrolled in the articulated course/program or follow the current year CC catalog.
6. The awarding of any nontraditional credit (e.g. CLEP, AP credit-by-exam, military services, etc.) may be granted for coursework not identified in "APPENDIX A."
7. Upon an institution's request this agreement will be reviewed.
8. This agreement will remain in effect until modified or rescinded by the duly authorized signatories thereof.
9. The CCs and the TCATs shall:
 - a. Designate a responsible party to provide oversight of details and disseminate general program information to students.
 - b. Determine course(s) to award credit based upon recommendation of content faculty.
 - c. Agree to review every three years the certifications/courses and Student Learning Outcomes for which college credit will be awarded.
 - d. Create an advisory committee to provide perspective to the program regarding the effective coordination between the individual CC(s) and TCAT(s). The advisory committee shall consist of representatives from both the CC(s) and the TCAT(s). The advisory committee shall converse and report annually to their respective boards.
10. This agreement will commence the semester following the signing thereof.

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Program Area: Administrative Professional Technology**

APPENDIX A

Awarding of College Credit to Administrative Office Technology
graduates from Tennessee Colleges of Applied Technology to
an A.A.S. in Administrative Professional Technology

Industry Certification	Credit Hours	Course Title
Microsoft Office Specialist (MOS) Expert Word [#]	3	ADMN 1311 Word Processing I
Microsoft Office Specialist (MOS) Expert Excel [#]	3	ADMN 1313 Spreadsheet Applications
Microsoft Office Specialist (MOS) Expert Excel [#]	3	BUSN 1370 Spreadsheet Applications
Microsoft Office Specialist (MOS) Expert Excel [#]	3	ACCT 1371 Accounting Spreadsheet I
Microsoft Office Specialist (MOS) Core Excel	3	CITC 1307 Intro to Spreadsheets
Microsoft Office Specialist (MOS) Access [@]	3	ADMN 2330 Database Applications
Microsoft Office Specialist (MOS) Expert Word, and MOS Expert Excel, and/or MOS Access, and/or PowerPoint [*]	3	INFS 1010
MOS Expert Word, and MOS Expert Excel, and MOS Access, and PowerPoint ^{* #}	3	BUSN 1360 (Software Appl for Business)
Certified Electronic Health Records Specialists (CEHRS) [§] (National Healthcareer Association)	3	ADMN 2304-Intro to Electronic Health Records [§]
Certified Administrative Professional [*]	12 OR	ADMN 1308 Office Procedures ADMN 1310 Business Communications BUSN 1305 Introduction to Business BUSN 2340 Human Resource Mngmt
	12	ADMN 1308 Office Procedures ADMN 1310 Business Communications ADMN 1309 Records Management ADMN 1311 Word Processing I
Certified Professional Coder [*]	9	ADMN 1306 Med. Term. I ADMN 2303 CPT Coding ADMN 2311 ICD-PCS Coding

* Each institution determines the relevant/current industry certifications for course credit.

Some institutions will accept Microsoft Office Specialist Core for course credit.

§ Some institutions require both the CEHRS and MOS Access certification for course credit

@ Some institutions may require an additional Prior Learning Assessment because there is no MOS Expert for Access



IN WITNESS WHEREOF:

~~TENNESSEE~~ TENNESSEE BOARD OF REGENTS:

Randy Schulte 2018-08-31 | 3:58 PM CDT
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Vice Chancellor, Academic Affairs, Randy Schulte Date

~~TENNESSEE~~ TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ATHENS:

Stewart Smith 2018-09-04 | 8:46 AM CDT
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President, Stewart Smith Date

~~TENNESSEE~~ TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CHATTANOOGA:

James L. Barrott 2018-09-04 | 6:55 AM CDT
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Youlanda Jones 2018-09-04 | 9:57 AM CDT
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President, Youlanda Jones Date

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Cliff Wightman 2018-09-02 | 8:32 AM CDT
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President, Cliff Wightman Date

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Stephen Milligan 2018-09-11 | 9:39 AM CDT
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Arrita Summers 2018-08-31 | 4:26 PM CDT
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President, Arrita Summers Date

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Mae Perry 2018-09-04 | 10:04 AM CDT
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Kelli Kea-Carroll 2018-09-04 | 10:14 AM CDT
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Debbie Petree 2018-09-04 | 7:31 AM CDT
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Myra West 2018-09-04 | 11:21 AM CDT
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Brad White 2018-09-06 | 9:08 AM CDT
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TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ONEIDA:
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President, Dwight Murphy **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY PARIS:
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CLEVELAND STATE COMMUNITY COLLEGE:
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 2018-10-10 | 6:12 AM CDT
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President, William Seymour **Date**

COLUMBIA STATE COMMUNITY COLLEGE:
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President, Janet Smith **Date**

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President, Karen Bowyer **Date**

JACKSON STATE COMMUNITY COLLEGE:
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President, Tracy Hall

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President, Jerry Faulkner

Date

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RS

2018-10-12 | 12:45 PM CDT

Chancellor, Flora Tydings

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