

## Business, Management, & Administration Articulated Credit 23-24

### Articulated Credit Requirements

1. Student must apply for credit at KVCC within two years of high school graduation. Baker College requires application within 12 months.
2. Student must earn a final grade of B or higher in each semester or every trimester offered. Baker College requires a B- or better in the same terms.
3. Student must have teacher recommendation.

### Kalamazoo Valley Community College

College Courses Granted:	Credit Hours:
<i>BUS101</i> Business Principles/Practices	3
<i>BUS106</i> Basic Excel	1
<i>BUS107</i> Introduction to PowerPoint	1
<i>BUS109</i> Basic Word	1
<i>BUS114</i> Intro to Microsoft Publisher	1
<i>BUS217</i> Electronic Presentations for Business	3
<i>BUS111</i> Keyboarding I/Document Processing	2
<i>BUS121</i> Keyboarding II/Document Processing	2

Your CTE instructor will give you instructions to obtain the credit if you qualify at the end of the school year.

### Early/Middle College Options with KVCC

*BUS101* and *BUS217* are in the Administrative Assistant Associate of Applied Science (AAS) and the Office Management Certificate.  
*BUS101* is in the Accounting AAS.  
*BUS217* are in the Administrative Support Certificate and Software Specialist Certificate of Achievement.  
*BUS109* and *BUS217* are in the Word Processing Specialist Certificate of Achievement.  
 Students must enroll in the EMC program by the fall of their junior year of high school.  
 See [www.kresa.org/emc](http://www.kresa.org/emc) for more information.

### Baker College

College Courses Granted:	Credit Hours:
<i>FIN1010</i> Personal Finance	3
<i>BUS2010</i> Business Law	3
<i>MGT1010</i> Intro to Business	3

Discuss the process for receiving this credit with your CTE Instructor if you are planning to attend Baker College.

### Davenport University

College Courses Granted:	Credit Hours:
<i>BUSN210</i> Professional Ethics	3
<i>BITS211</i> Microcomputer Applications: Spreadsheet	3
<i>BITS 214</i> Microcomputer Applications: Word Processing	3
<i>COMM120</i> Presentation Techniques	3
<i>MGMT211</i> Management Foundations	3
<i>SOSC201</i> Diversity in Society	3
<i>GNSS</i> General Social Science Credit	3

Discuss the process for receiving this credit with your CTE Instructor if you are planning to attend Davenport University.

### Ferris State University

College Courses Granted:	Credit Hours:
Business Directed Electives	3

Discuss the process for receiving this credit with your CTE Instructor if you are planning to attend Ferris State University.