

Bay Mills Community College – Articulation Agreement		
Sault Area Career Center and Bay Mills Community College (BMCC)		
Contacts:	Heather Church: Office Administration and Medical Office Shannon Jones: Business Administration Tyler Postma: Computer Information Systems Samantha Cameron: Vice President of Academics Sherri Schofield: Registrar	Valid For: 2023-24 / 2024-25
	Katie Watchorn: Sault Area Career Center Instructor Heather Suggitt: Sault Area Career Center Instructor Kellie Greener: Sault Area Career Center Instructor	
Sault Area Career Center		BMCC Equivalency
Accounting and/or Financial Marketing – QuickBooks Online Certified User		AC105: QuickBooks for Small Business (3 credits)
Administrative Services 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:

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Heather Church
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5/16/2023
BMCC Office Administration Department Chair Date

DocuSigned by:
[Signature]
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5/16/2023
BMCC Business Department Chair Date

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Sault Area Career Center Representative Date

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5/18/2023
BMCC CIS Department Chair Date

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Sault Area Career Center Representative Date

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BMCC Vice President of Academics Date

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Sault Area Career Center Representative Date

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5/16/2023
BMCC Registrar Date