



**West Shore Community College  
and  
West Shore Educational Service District**

**Memorandum of Understanding  
Articulated Credit**



*Effective Dates: July 1, 2022 – June 30, 2024*

This memorandum of understanding between West Shore Community College (WSCC) and the West Shore Educational Service District – Career and Technical Education (WSESD-CTE) provides an opportunity for high school students to earn articulated credit at WSCC. This agreement is an effort to build on past learning experiences and eliminates unnecessary duplication of instruction. Upon meeting certain guidelines and criteria (*see Procedures & Guidelines for Articulated Credit*), WSESD-CTE students are eligible to receive articulated credit at WSCC. The courses included, at the time of signing, are listed later within the document. These courses, prior to the signing of the agreement, have been reviewed by qualified faculty at WSCC (or the program director, chair of the appropriate division, or dean) in collaboration with WSESD-CTE's qualified instructor in the corresponding CTE secondary program. Matching of the program learning outcomes (PLOs) and student learning outcomes (SLOs) is a vital part of the articulated credit opportunity. Amendments to the PLOs or SLOs during the length of this agreement will be communicated with WSESD-CTE as WSCC faculty and WSESD-CTE instructors meet to review curriculum annually.

WSESD-CTE instructors teaching college-level courses intended for articulated credit must meet with the director, chair, designated faculty or administrator, or the dean to ensure all WSCC program and student learning outcomes for courses being articulated are taught in the WSESD-CTE course. The curriculum will be reviewed annually.

**WSCC and WSESD-CTE commit to these additional general agreements:**

- The purpose of the agreement is to create an innovative program designed and delivered through a collaborative partnership to allow high school students enrolled in classes in the WSESD-CTE program to earn college credits through WSCC by completing coursework through face-to-face, online, and hybrid modalities, distance learning, and/or field experiences.
- Both parties are committed to the development, implementation, and delivery of college-level courses leading to an associate degree, technical certificate, or an accumulation of college credits in the career pathways listed within this agreement.
- WSCC will provide academic advising (faculty, administrator, or educational support staff) to those students interested in enrollment in WSCC courses upon completion of the CTE program to assist students in selecting coursework within their program of study and career pathway.
- WSESD-CTE and WSCC commit to maintain accurate records of all academic work completed or attempted through programs established under this memorandum of understanding.
- All educational records relating to any students who participate in the programs covered by this agreement shall be and remain confidential under the requirements of the Family Educational Records and Privacy Act (FERPA).
- This agreement shall be governed by and interpreted under the laws of the State of Michigan.
- Students taking courses as a result of this agreement must agree to and authorize their local school district to release enrollment and academic information to WSCC.
- For course delivery at and stemming from WSESD-CTE, any expenses related to course materials and technology requirements are the responsibility of WSESD-CTE.
- An academic calendar will be developed annually with student enrollment timelines.
- Any party may terminate this agreement by giving ten months advance written notice of the effective date of termination. The agreement may also be terminated outside of the agreed upon timelines if all parties are in

mutual consent, at which time the ten-month advance written notice would no longer be a requirement. In this instance, a written termination agreement would be mutually created and signed by all parties.

- No one shall be denied access to any program on the basis of any legally protected status.

This agreement shall be reviewed annually by administration, faculty, and instructors of both WSCC and WSESD-CTE, but will be formally evaluated for renewal on a biannual basis. If an opportunity arises for courses to be added for articulated credit outside of the biannual renewal cycle, the agreement may be amended by consent of both parties.

## Articulated Credit Agreements

**WSESD-CTE Program:** *Agriscience (CIP: 01.0101)*

**WSCC Program:** *Business Administration - AAAS (CIP: 52.0201) and other programs as an elective*

Course Designator	Course Title	Credit Hours
BUS 100	Introduction to Business	3.0
<b>Total Possible Credits:</b>		<b>3.0</b>

**WSESD-CTE Program:** *Allied Health (CIP: 51.0000)*

**WSCC Program:** *Numerous programs relating to healthcare: Multi-Skilled Healthcare-Nurse Assistant – AAAS and Certificate (CIP: 51.3902), Medical Office Information Systems - AAAS (CIP: 51.0716), Medical Office – Certificate (CIP: 51.0710), Medical Office Biller/Coder - AAAS (CIP: 51.0713), Medical Assistant AAAS (CIP: 51.0801), and Paraprofessional AAAS (CIP: 52.1801). Not all courses listed apply towards all WSCC health-related programs of study. See an advisor for further details.*

Course Designator	Course Title	Credit Hours
NUR 105	Nurse Assistant	6.0
ALH 104	Medical Terminology	3.0
ALH 118	Responding to Medical Emergencies	1.0
<b>Total Possible Credits:</b>		<b>10.0</b>

**WSESD-CTE Program:** *Criminal Justice (CIP: 43.0100)*

**WSCC Program:** *Numerous programs relating to criminal justice: Police Certification – Law Enforcement AAAS, Criminal Justice AAAS, and Criminal Justice Certificate (CIP: 43.0107), Corrections AAAS and Certificate (CIP: 43.0102), and Emergency Telecommunicator Certificate (CIP: 43:999). Not all courses listed apply towards all WSCC health-related programs of study. See an advisor for further details.*

Course Designator	Course Title	Credit Hours
CRJ 100	Introduction to Criminal Justice	3.0
COR 210	Intro to Corrections	3.0
ALH 118	Responding to Medical Emergencies	2.0
EMG 104	Public Safety Telecommunicator	3.0
<b>Total Possible Credits:</b>		<b>11.0</b>

WSESD-CTE Program: *Culinary Arts (CIP: 12.0500)*

WSCC Program: *Marketing/Management - AAAS (CIP: 52.1801) and Management Skills - Certificate (CIP: 52.0299)*

Course Designator	Course Title	Credit Hours
ALH 118	Responding to Medical Emergencies (must complete First Aid/CPR)	1.0
BUS 100	Introduction to Business	3.0
BUS 299	Internship: Management (2 <sup>nd</sup> year students only)	3.0
<b>Total Possible Credits:</b>		<b>7.0</b>

WSESD-CTE Program: *Digital Media (CIP: 50.0102)*

WSCC Program: *Game Design and Animation - AAAS (CIP: 50.0411) or as electives in a variety of programs*

Course Designator	Course Title	Credit Hours
ART 154	Beginning Photoshop (year A)	1.0
ART 155	Digital Image Design (year A)	3.0
ART 157	Photography I (year A)	3.0
GDA 180	Digital Video Editing (year B)	3.0
GDA 250	Multimedia (Two-year students only)	3.0
<b>Total Possible Credits:</b>		<b>13.0</b>

WSESD-CTE Program: *Educator Academy (CIP: 13.0000)*

WSCC Program: *Paraprofessional - AAAS (CIP: 52.1801)*

Course Designator	Course Title	Credit Hours
EDU 104	Introduction to Education	3.0
ALH 118	Responding to Medical Emergencies	2.0
<b>Total Possible Credits:</b>		<b>5.0</b>

WSESD-CTE Program: *Graphic Arts (CIP: 51.0102)*

WSCC Program: *Game Design and Animation - AAAS (CIP: 50.0411) or as electives in a variety of programs*

Course Designator	Course Title	Credit Hours
ART 154	Beginning Photoshop	1.0
ART 155	Digital Image Editing/Design	3.0
<b>Total Possible Credits:</b>		<b>4.0</b>

WSESD-CTE Program: *Health Occupations (CIP: 51.0000)*

WSCC Program: *Multiple programs relating to multi-skilled healthcare, medical office, criminal justice, and paraprofessional. Not all courses listed apply towards all WSCC health occupations-related programs of study. See an advisor for further details.*

Course Designator	Course Title	Credit Hours
ALH 104	Medical Terminology	3.0
ALH 118	Responding to Medical Emergencies	1.0

ALH 155	Healthcare Workplace Safety	1.0
ALH 160	Phlebotomy	2.0
<b>Total Possible Credits:</b>		<b>7.0</b>

**WSESD-CTE Program:** *IT: Networking (CIP: 11.0901)*

**WSCC Program:** *Network Services (CIP: 11.0901) and Software Development – Certificate (CIP: 11.0201). Not all courses listed apply towards all WSCC networking-related programs of study. See an advisor for further details.*

Course Designator	Course Title	Credit Hours
CIS 110	Introduction to Computer Concepts	3.0
CIT 100	Introduction to Operating Systems	3.0
CIT 120	A+ Hardware	3.0
CIT 121	A+ Software	3.0
CIT 191	Ethical Hacking (must pass certification)	3.0
CIT 201	Fundamentals of Information Security (must pass certification)	3.0
CIT 245	Fundamentals of Networking (must pass certification)	4.0
CIT 299	Internship (WSCC Internship paperwork and guidelines must be followed in advance and throughout internship)	3.0
<b>Total Possible Credits:</b>		<b>25.0</b>

**WSESD-CTE Program:** *Mechatronics – for Precision Machine Technology (CIP: 48.0501)*

**WSCC Program:** *Precision Machine Technologies (CIP: 48.0503)*

Course Designator	Course Title	Credit Hours
PMT 02B	Basic Measurement	0.8
PMT 02H	Precision Measurement Tools	1.0
PMT 02J	Dimensional Gauging	1.0
PMT 03E	Intro to Solid Modeling (SolidWorks)	0.4
PMT 104	CAD/Solid Modeling Course	3.3
PMT 03L	Intro to SolidWorks Animation (SolidWorks)	0.7
PMT 04A	Intro to Manufacturing Hand Tools	0.8
PMT 106	Band Saw/Drill Press/Lathe Course	3.2
PMT 04M	Intro to the Manual Milling Machine	0.6
PMT 04R	Milling Processes	0.5
PMT 06A	Intro to CNC Mill Programming (MCAM)	1.2
PMT 06B	Basic CNC Mill Programming (MCAM)	1.0
PMT 06C	Circular Interpolation (MCAM)	0.8
PMT 07F	Principles of Machining Centers	1.2
<b>Total Possible Credits:</b>		<b>16.5</b>

**WSESD-CTE Program:** *Mechatronics (CIP: 14.4201)*

**WSCC Program:** *Mechatronics – AAAS and Certificate (CIP: 15.0405) and Mechanical Systems – Certificate (CIP: 47.0303). Not all courses listed apply towards all WSCC mechatronics-related programs of study. See an advisor for further details.*

Course Designator	Course Title	Credit Hours
MTR 111	Mechatronics I	4.2

