

**MCHENRY COUNTY COLLEGE AND MCHENRY COUNTY COOPERATIVE FOR EMPLOYMENT EDUCATION
COURSE ARTICULATION AGREEMENT FOR
DOCUMENT FORMATTING (AOM 102) – 3 CREDIT HOURS**

Based upon the mutual concern for the continued growth of students pursuing one of the various programs, and in an effort to provide a continuing articulated program that builds on past learning experience and eliminates unnecessary duplication of instruction, we mutually subscribe to the following:

1. Beginning with graduation class of 2011, students who have completed the high school articulated courses(s) listed on the chart below with a grade of an (A), (B), or (C) will be granted college credit for the McHenry County College course listed at the top of this agreement.

DISTRICT	DISTRICT COURSE TITLE	CEE IDENTIFICATION	CEE COURSE TITLE
Alden-Hebron #19	Keyboarding & Formatting I & II (Year)	07B315	Keyboarding & Formatting (1 Semester)
Crystal Lake #155	Typing I (Sem) & Typing II (Sem)	07B315	Keyboarding & Formatting (1 Semester)
Harvard #50	Keyboarding & Formatting	07B315	Keyboarding & Formatting
	Information Processing	07B120	Information Processing
Huntley #158	Computer Applications	07B315	Keyboarding & Formatting (1 Semester)
Johnsburg #12	Keyboarding & Formatting I (Sem) & II (Sem)	07B315	Keyboarding & Formatting (1 Semester)
Marengo #154	Keyboarding & Formatting I (Sem) & II (Sem)	07B315	Keyboarding & Formatting (1 Semester)
McHenry #156	Keyboarding & Formatting I (Sem) & II (Sem)	07B315	Keyboarding & Formatting (1 Semester)
Richmond-Burton #157	Keyboarding (Sem) & Word Processing (Sem)	07B315	Keyboarding & Formatting (1 Semester)
Woodstock #200	Keyboarding (Year)	07B315	Keyboarding & Formatting (1 Semester)

Approved Programs: AAS Administrative Office Management (OCC 201), Administrative Office Management Certificate (OCC 201), Administrative Office Skills Certificate (OCC 205), Legal Administration Certificate (OCC 207), Medical Administration Certificate (OCC 206)

2. The college credit awarded under the provisions of this agreement will not be held in escrow.
3. The student must be enrolled at MCC on the 10th day of the semester, within 27 months following high school graduation.
4. The **student is responsible** for contacting the Credentials Evaluation office to earn articulated credit.
5. The college course covered by this articulated agreement is designed to lead to the AAS degree or certification of proficiency in this program.
6. This agreement is subject to review and renewal on a bi-annual basis or as needed.

PROGRAM SPECIFIC REQUIREMENT:

The student should be classified as a Program Completer in any of the secondary CIP Code programs listed or has taken the secondary courses during their 12th grade year in high school.

As the instructor, I am recommending that this student receive college credit per this agreement.

Student's Name (Please Print)

() _____
Home Telephone Number

Address

City State Zip

Graduation Year Birthdate ____/____/____

Instructor's Signature/MCC Advisor Date

- Alden-Hebron Community High School
- Cary Grove High School
- Crystal Lake Central High School
- Crystal Lake South High School
- Harvard Community High School
- Huntley Community High School
- Johnsburg High School
- Marengo Community High School
- McHenry East High School
- McHenry West High School
- Prairie Ridge High School
- Richmond-Burton Community High School
- Woodstock High School
- Woodstock North High School

DIRECTIONS: Make 2 Copies. Check Box for Appropriate Individual. Distribute to Appropriate Individual.
 Student Copy High School Copy

**Mail original to: Credentials Evaluation Office (A258H)
McHenry County College
8900 US Highway 14
Crystal Lake, IL 60012**