



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

CTE TRANSITIONS CREDIT BY EXAM AGREEMENT

San Diego College of Continuing Education

OFSY 596

OFSY 599

COMM 614

OFSY 575

OFSY 510 AND OFSY 511

&

Miramar College

CBTE 120 (2 units)

CBTE 122 (3 units)

CBTE 127 (2 units)

CBTE 152 (2 units)

&

San Diego City, Mesa, and Miramar College

CBTE 140 (2 units)

2023-2025

AGREEMENT SUMMARY

A student who completes the San Diego College of Continuing Education (SDCCE) course(s), *OFSY 541, OFSY 596, OFSY 599, COMM 614, OFSY 575, OFSY 510 and OFSY 511*, and meets the San Diego Community College District defined performance and competency criteria outlined in this agreement, will be granted college credit at **San Diego City, Mesa or Miramar College** for one or more of the courses listed in the table below. The student will receive college credits upon successful completion of all SDCCE's Credit by Exam requirements.

SDCCE Course Number:	OFSY 596
SDCCE Course Name:	Word Processing-Beginning
College Course Number:	CBTE 120
College Course Name:	Beginning Microsoft Word
SDCCD College:	Miramar College
Units:	2
College Approved Credit by Exam Method:	Completion of final exam approved by college faculty with grade of B or better
Testing location/proctor:	Exam administered at SDCCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology

Agreement Effective Dates:	Academic Years 2023-24 and 2024-25
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Table 1.

SDCCE Course Number:	OFSY 599
SDCCE Course Name:	Word Processing-Advanced
College Course Number:	CBTE 122
College Course Name:	Intermediate Microsoft Word
SDCCD College:	Miramar College
Units:	3
College Approved Credit by Exam Method:	Completion of final exam approved by college faculty with grade of B or better
Testing location/proctor:	Exam administered at SDCCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Academic Years 2023-24 and 2024-25

Table 2.

SDCCE Course Number:	COMM 614
SDCCE Course Name:	Computer Presentations
College Course Number:	CBTE 127
College Course Name:	Beginning Microsoft PowerPoint
SDCCD College:	Miramar College
Units:	2
College Approved Credit by Exam Method:	Completion of final exam approved by college faculty with grade of B or better
Testing location/proctor:	Exam administered at SDCCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Academic Years 2023-24 and 2024-25

Table 3.

SDCCE Course Number:	OFSY 575
SDCCE Course Name:	Spreadsheets-Beginning
College Course Number:	CBTE 140
College Course Name:	Beginning Microsoft Excel
SDCCD College:	San Diego City, Mesa and Miramar College
Units:	2
College Approved Credit by Exam Method:	Completion of final exam approved by college faculty with grade of B or better
Testing location/proctor:	Exam administered at SDCCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Academic Years 2023-24 and 2024-25

Table 4.

SDCCE Course Number:	OFSY 510 <u>AND</u> OFSY 511
SDCCE Course Name:	Database Systems-Beginning <u>AND</u> Database Systems-Intermediate
College Course Number:	CBTE 152
College Course Name:	Beginning Microsoft Access
SDCCD College:	Miramar College
Units:	2
College Approved Credit by Exam Method:	Completion of final exam approved by college faculty with grade of B or better
Testing location/proctor:	Exam administered at SDCCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Academic Years 2023-24 and 2024-25

Table 5.

PURPOSE OF AGREEMENT

CTE Transitions Noncredit-to-Credit Articulation Credit by Exam is an early college credit model based on course-to-course agreements that connect existing San Diego College of Continuing Education (SDCCE) career education courses to Career Education degrees and certificates at San Diego City, Mesa, and Miramar Colleges through a credit by exam process. The primary purpose is to accelerate credit college career education degree or certificate completion.

The process of developing an agreement connects credit college faculty to the noncredit SDCCE faculty and supports pathway alignment from the SDCCE career education pathways to credit college career education programs.

Agreement Development:

- Builds faculty to faculty partnerships
- Supports curricular updates, modernization, and alignment
- Increases the College of Continuing Education student awareness of occupational pathways and opportunities at the community colleges
- Encourages the collaborative development of additional student opportunities to engage with the community colleges and further explore careers

Successful completion of the approved course(s) entitles students to:

- Earn SDCCD college credit (and in some instances, university transferable credit)
- Waive fees for college course(s) completed through the credit by exam program
- Use the course to meet degree or certificate requirements
- Advance to the next level of college classes for which this course serves as a prerequisite

EXAMINATION DEVELOPMENT AND ADMINISTRATION

Development: Faculty from both institutions and programs will exchange course outlines and curricula including required tests, written assignments, extended projects, and any other curriculum and assessments necessary to determine the equivalency of the established student learning outcomes regarding the knowledge, skills, and abilities required by the Noncredit to Credit Articulation credit by exam process.

Methods of Examination: As outlined in California's Education Code of Regulations (5 CA ADC § 55050), the nature and content of the examination shall be determined solely by the college faculty in the discipline who normally teach the course for which credit is to be granted.

- The credit college faculty shall determine that the approved final assessment adequately measures mastery of the course content as set forth in the outline of record.
- Methods of examination will reflect mastery of the course content for each college course listed in this agreement. The approved methods of assessment for this agreement are indicated on page one (table 1) of this document and noted as the final assessment.
- A separate examination (final assessment) shall be conducted for each course for which credit is to be granted.
- The approved method(s) of examination will be integrated into the SDCCE's noncredit course curriculum as the final assessment. All enrolled students will have an opportunity to sit for the final assessment within the course.
- The SDCCE noncredit faculty will administer the credit college faculty approved final assessment to all students enrolled in the course
- The SDCCE faculty will provide final assessment grades for all students in the course.
- The SDCCE faculty will also provide overall course grades for all students enrolled in the course.
- Both the final assessment grade and the overall course grade should be submitted with campus solutions.
- Copies of the approved methods of examination (final assessment) are to be held on file at the SDCCD District Office, credit college's Office of the Vice President of Instruction, and at the SDCCE's Vice President of Instruction Office.
- Final assessments may include one or more methods of examination (final project, portfolio, written exam, etc.). However, all credit earned through the noncredit articulation credit by exam process will be transcribed on the credit college transcript as Credit by Exam (CBE) – regardless of the formal of the credit college approved final assessment.

The College of Continuing Education **faculty/counselor** must:

- Provide CTE Transitions Credit by Exam information to SDCCE students within the class syllabus and during the first week of class. Ensure the students are aware they may be eligible for college credit.
- Fully integrate the college approved final assessment into the course. Administer the approved final assessment to all students participating in the course.
- Grade all students participating in the course (final assessment grade and overall course grade).
 - Students must receive an overall course grade of "C" or better and a grade of "B" or better on the college approved final assessment.
 - Enter the student's overall course grade and final assessment grade in Campus Solutions 7 days from the course end date.

REQUIREMENTS AND CERTIFICATION OF CREDITS

In order for a student to receive college credit through CTE Transitions Noncredit to Credit Articulation Credit by Exam, an active agreement with a college must be in place for a course at the time a College of Continuing Education student is enrolled in that course.

The College of Continuing Education **student** must:

- Complete the course(s) identified in this agreement (Table 1 on page 1) with an overall course grade of “A”, “B” or “C.”
- Complete the college faculty approved final assessment with a grade of “A” or “B”.
- Complete the SDCCD online college application for City, Mesa, or Miramar College

CTE Transitions Noncredit to Credit Articulation Credit by Exam Agreements are available for SDCCE career education courses only. The credit college course must be active at the time of enrollment. SDCCD credit cannot be offered for college courses that are not active.

Students may not repeat a course for credit via credit by exam.

CAREER PATHWAYS

The San Diego Community College District course listed within this agreement is required for the following programs:

College Course: CBTE 120 Beginning Microsoft Word			
COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
Miramar College	Administrative Assistant; Legal Secretary	Administrative Assistant; Business Management; Paralegal	Business Management; Occupational/Technical Studies; Paralegal; Social and Behavioral Sciences

College Course: CBTE 122 Intermediate Microsoft Word			
COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
Miramar College	NA	Business Management	Administrative Assistant; Business Management; Occupational/Technical Studies

College Course: CBTE 127 Beginning Microsoft PowerPoint

COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
Miramar College	Legal Secretary; Certificate of Performance	Administrative Assistant; Business Management; Paralegal	Business Management; Occupational/Technical Studies; Paralegal; Social and Behavioral Sciences

College Course: CBTE 140 Beginning Microsoft Excel

COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
City College		Business Information Worker	Accounting; Business Information Worker; Esthetician Business Administration; Small Business Management Entrepreneur
Mesa College	NA	Business Information Worker I; Computer Fashion Technology: Design; Computer Fashion Technology: Merchandising; Fashion Merchandising	Accounting; Administrative Assistant; Computer Fashion Technology: Design; Computer Fashion Technology: Merchandising; Fashion Design; Fashion Merchandising; Geographic Information Systems; Liberal Arts and Sciences: Social and Behavioral Sciences-Economics; Liberal Arts and Sciences: Social and Behavioral Sciences- Anthropology; Liberal Arts and Sciences: Social and Behavioral Sciences: Sociology
Miramar College	Administrative Assistant; Legal Secretary	Accountancy; Administrative Assistant; Business Management; Paralegal	Accountancy; Biotechnology; Business Management; Occupational/Technical Studies; Paralegal; Social and Behavioral Sciences

College Course: CBTE 152 Beginning Microsoft Access			
COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
Miramar College	Website Designer	Administrative Assistant; Business Management	Business Management; Occupational/Technical Studies;

*Please refer to the college catalog for a complete listing of course requirements for certificate and degree programs.

**Associate Degree requirements include general education courses in addition to the major prep requirements. Please refer to the college catalog for a complete listing of course requirements for certificate and degree programs.