



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

CTE TRANSITIONS CREDIT BY EXAM AGREEMENT

San Diego Continuing Education

OFSY 541

OFSY 596

OFSY 599

COMM 614

OFSY 575

OFSY 510 AND OFSY 511

&

San Diego Mesa College

CBTE 101 (1 unit)

&

San Diego Mesa and 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)

2021-2023

AGREEMENT SUMMARY

A student who completes one or more of the San Diego Continuing Education courses listed below at any of the SDCCD Continuing Education sites and meets the San Diego Community College District defined performance and competency criteria outlined in this agreement, will be eligible for 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 the CTE Transitions Credit by Exam requirements.

SDCE Course Number:	OFSY 541
SDCE Course Name:	Keyboarding Multilevel
College Course Number:	CBTE 101
College Course Name:	Basic Computer Keyboarding
SDCCD College:	San Diego Mesa College
Units:	1
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 SDCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Fall 2021 through Summer 2023

Table 1.

SDCE Course Number:	OFSY 596
SDCE Course Name:	Word Processing-Beginning
College Course Number:	CBTE 120
College Course Name:	Beginning Microsoft Word
SDCCD College:	San Diego 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 SDCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Fall 2021 through Summer 2023

Table 2.

SDCE Course Number:	OFSY 599
SDCE Course Name:	Word Processing-Advanced
College Course Number:	CBTE 122
College Course Name:	Intermediate Microsoft Word
SDCCD College:	San Diego Mesa and 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 SDCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Fall 2021 through Summer 2023

Table 3.

SDCE Course Number:	COMM 614
SDCE Course Name:	Computer Presentations
College Course Number:	CBTE 127
College Course Name:	Beginning Microsoft PowerPoint
SDCCD College:	San Diego 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 SDCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Fall 2021 through Summer 2023

Table 4.

SDCE Course Number:	OFSY 575
SDCE 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 SDCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Fall 2021 through Summer 2023

Table 5.

SDCE Course Number:	OFSY 510 AND OFSY 511
SDCE Course Name:	Database Systems-Beginning AND Database Systems-Intermediate
College Course Number:	CBTE 152
College Course Name:	Beginning Microsoft Access
SDCCD College:	San Diego 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 SDCE by faculty
Industry Sector:	Business and Entrepreneurship
SDCE Program Area:	Business Information Worker
College Program Area:	Computer Business Technology
Agreement Effective Dates:	Fall 2021 through Summer 2023

Table 6.

PURPOSE OF AGREEMENT

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

The process of developing an agreement connects college faculty to Continuing Education faculty and supports pathway alignment from Continuing Education career education pathways into college career education programs.

Agreement Development:

- Builds faculty to faculty partnerships
- Supports curricular updates, modernization, and alignment
- Increases 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 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 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 college faculty shall determine that the examination 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 college faculty approved credit by exam methods of assessment for this agreement are indicated on page one (table 1) of this document.
- A separate examination shall be conducted for each course for which credit is to be granted.
- The approved method(s) of examination will be integrated into the Continuing Education course curriculum.
- Copies of the approved methods of examination are to be held on file at the SDCCD District Office, College's Office of the Vice President of Instruction, and at Continuing Education's Vice President of Instruction Office.

- Continuing Education faculty will integrate the approved method(s) of examination into their course.

Requirements and Certification of Credits

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

The Continuing Education **student** must:

1. Enroll in a currently approved CTE Transitions Credit by Exam SDCE course or program at SDCE
2. Earn an "A" or "B" in the course
3. Earn an "A" or "B" on the approved final assessment within the course
4. Complete an online college application for City, Mesa, or Miramar College
5. After completing the course and final assessment with qualifying grades ("A" or "B"), complete the online student acceptance of college credit form. This form will be emailed to you upon confirmation of your qualifying grades.
6. In addition to meeting these requirements, your SDCE instructor must complete a Certification Form to SDCE Student Services. This form provides confirmation of your final course grade and final assessment grade.

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

1. Provide CTE Transitions Program Credit by Exam information to your students within your class syllabus and during the first week of class. Ensure the students are aware they may be eligible for college credit.
2. Fully integrate the college approved final exam or portfolio process into your course. Administer the approved final exam or portfolio to all students participating in the course.
3. Grade all students participating in the course (final exam/portfolio grade and overall course grade)
4. Complete the SDCE Certification form for all eligible student.

After review and approval, Continuing Education Credit by Exam Certification forms are forwarded to the District Career Education and Workforce Development Department for processing.

CTE Transitions Credit by Exam Agreements are available for career education courses only. The 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 courses listed within this agreement are required for the following programs:

College Course: CBTE 101 Basic Computer Keyboarding			
COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
Mesa College	NA	Business Information Worker I	Administrative Assistant

College Course: CBTE 120 Beginning Microsoft Word			
COLLEGE	CERTIFICATE OF PERFORMANCE*	CERTIFICATE OF ACHIEVEMENT*	ASSOCIATE OF SCIENCE DEGREE**
Mesa College	NA	Business Information Worker I	Administrative Assistant; Nutrition; Nutrition and Fitness;
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**
Mesa College	NA	NA	Administrative Assistant
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**
Mesa College	NA	NA	Administrative Assistant
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**
Mesa College	NA	NA	Administrative Assistant
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.