

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION CREDIT BY EXAM AGREEMENT**

**San Diego Continuing Education  
Business Information Worker  
&  
San Diego City College  
CBTE 094 Introduction to Computer Keyboarding (1 unit)**

**San Diego Mesa College  
CBTE 101 Basic Computer Keyboarding (1 unit)  
CBTE 161 Learning the Internet (1 unit)**

**San Diego City, Mesa, and Miramar College  
CBTE 120 Beginning Microsoft Word (2 units),  
CBTE 122 Intermediate Microsoft Word (3 units),  
CBTE 127 Beginning Microsoft PowerPoint (2 units),  
CBTE 140 Beginning Microsoft Excel (2 units),  
CBTE 152 Beginning Microsoft Access (2 units)**

2019 – 2021

**AGREEMENT SUMMARY**

A student who completes one or more of the Continuing Education Business Information Worker course(s) at any of the SDCCD Continuing Education sites and meets the San Diego Community College District defined performance and competency criteria may 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 the college credit(s) upon successful completion of the CTE Transitions Credit by exam certification process.

**Computer Business Technology**

<b>CE Course Number</b>	<b>CE Course Name</b>	<b>College Course Number</b>	<b>College Course Name</b>	<b>Location</b>	<b>Units</b>	<b>College Approved Credit By Exam Method</b>
OFSY 541	Keyboarding Multilevel	CBTE 101	Basic Computer Keyboarding	Mesa	1	Typing speed of at least 30 words per minute
		OR CBTE 094	Introduction to Computer Keyboarding	City	1	Typing speed of at least 30 words per minute
OFSY 596	Word Processing-Beginning	CBTE 120	Beginning Microsoft Word	City, Mesa, Miramar	2	College faculty approved exam with a score of 80% or better <b>AND</b> CE Certificate (letter grade of 'B' or better)
OFSY 599	Word Processing-Advanced	CBTE 122	Intermediate Microsoft Word	City, Mesa, Miramar	3	College faculty approved exam with a score of 80% or better <b>AND</b> CE Certificate (letter grade of 'B' or better)
COMM 614	Computer Presentations	CBTE 127	Beginning Microsoft PowerPoint	City, Mesa, Miramar	2	College faculty approved exam with a score of 80% or better <b>AND</b> CE Certificate (letter grade of 'B' or better)
OFSY 575	Spreadsheets-Beginning	CBTE 140	Beginning Microsoft Excel	City, Mesa, Miramar	2	College faculty approved exam with a score of 80% or better <b>AND</b> CE Certificate (letter grade of 'B' or better)
OFSY 510 <b>AND</b> OFSY 511	Database Systems-Beginning <b>AND</b> Database Systems-Intermediate	CBTE 152	Beginning Microsoft Access	City, Mesa, Miramar	2	College faculty approved exam with a score of 80% or better <b>AND</b> CE Certificate (letter grade of 'B' or better)
OFSY 516	Internet Basics	CBTE 161	Learning the Internet	Mesa	1	CE certificate (letter grade of 'B' or better)

The above table is a compilation of the Continuing Education Business Information Worker Program courses that are approved for credit by exam to the Computer Business Technology Certificate and Degree Programs at San Diego City, Mesa, and Miramar College. Students requesting college credit by exam should refer to the section on the Associate Degree Requirements in an SDCCD catalog for further information regarding major requirements, district requirements, and general education requirements.

## **PURPOSE OF AGREEMENT**

Through this agreement in the field of Business Information Worker, Continuing Education and college faculty will coordinate instruction and student learning outcomes to ensure each articulated student's transition from Continuing Education to San Diego City, Mesa, and Miramar College occurs without unnecessary duplication of effort or loss of credit.

Outlined below are additional reasons for establishing this agreement:

1. Successful completion of the Continuing Education course identified in this agreement is recognized as an integral part of educational preparation in Business Information Worker and related majors.
2. Students may apply the units acquired in the Continuing Education course/program toward Associate Degree requirements.
3. The process of coordinating and refining curricula in the articulated courses will result in an updated, more effective instructional program.
4. San Diego Community College District will benefit by retaining students who have attained proficiency in core competencies and demonstrated an interest in and commitment to the field of Business Information Worker.
5. Continuing Education students will recognize the value of their instruction and fieldwork as part of their total career and life skills preparation.
6. Students become more aware of career opportunities and job requirements available in Business Information Worker and other related fields.

## **IMPLEMENTATION PLAN**

Continuing Education and SDCCD will implement the Continuing Education Credit by Exam Agreement using the plan specified below:

- A. Faculty from both 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 for articulation through the Credit by Exam process.
- B. In order for a student to receive San Diego Community College District credit for San Diego Continuing Education's Business Information Worker course(s) the **Student** must:
  1. Complete the course/program identified in this agreement with a grade of "B" or better,
  2. Complete the college faculty approved final exam with a grade of "B" or better,
  3. Complete the SDCCD on-line college application and the Continuing Education Credit by Exam Certification form,
  4. Submit the paperwork to the Continuing Education instructor/counselor.
- C. **San Diego Continuing Education instructor/counselor** must:
  - a. Assign course grade, date, and sign Continuing Education Credit by Exam Certification form in the packet, and
  - b. Send the packet to the Continuing Education Instructional Services Office, ECC, Room 104.
  - c. After review and approval, the forms will be forwarded to the District Career Education and Workforce Development Department for processing.
- D. To apply for and receive San Diego Community College District credit the student shall complete the agreed upon minimum curriculum competencies as stated in the course outline for the agreed upon courses and pass the San Diego Continuing Education course(s) and college faculty approved exam(s) with a grade of "B" or better. The course outlines can be viewed at [www.sdccdcurricu.net/sdccd2/search/course/](http://www.sdccdcurricu.net/sdccd2/search/course/). For technical assistance, contact the CTE Transitions office at (619) 388-6572.
- E. Students will be eligible for retroactive credit to account for any lapse in continuous coverage from the previous 2014-2016 agreement.

## **DEVELOPMENT AND ADMINISTRATION OF EXAMINATION**

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.

A separate examination shall be conducted for each course for which credit is to be granted.

The college faculty approved Credit by Exam methods of assessment for this agreement are indicated on page one of this document. Methods of examination will reflect mastery of the course content for each college course listed in this agreement. The student must earn a letter grade of B or better on the faculty approved Credit by Exam method of examination in order to be awarded college credit.

The student's grade on the approved examination will become the college course grade.

**CAREER PATHWAYS**

The San Diego Community College District courses listed within this agreement (CBTE 094, 101, 120, 122, 127, 140, 152, 161) are required for the following programs:

*SUGGESTED INTRODUCTORY COURSES	CERTIFICATES OF PERFORMANCE	CERTIFICATES OF ACHIEVEMENT	**ASSOCIATE DEGREES	CAMPUS
CBTE 094	Computer Literacy; Introduction to Business Information Worker; Office Support Basics	Administrative Assistant; Administrative Office Management; Business Information Worker	Administrative Assistant; Business Information Worker	City
CBTE 101		Administrative Assistant; Business Information Worker I	Administrative Assistant; Microcomputer Applications	Mesa
CBTE 120	Administrative Assistant; Office Support Basics	Administrative Assistant; Business Information Worker	Administrative Assistant; Business Information Worker; Business Management; Microcomputer Applications; Nutrition; Nutrition and Fitness; Occupational/Technical Studies; Social and Behavioral Sciences	City, Mesa, Miramar
CBTE 122		Administrative Assistant; Business Management	Administrative Assistant ; Business Management ; Microcomputer Applications ; Occupational/Technical Studies	City, Mesa, Miramar
CBTE 127	Office Support Basics ; Website Designer	Administrative Assistant ; Business Information Worker II ; Business Management ; Paralegal	Administrative Assistant ; Business Information Worker ; Business Management ; Occupational/Technical Studies ; Paralegal ; Social and Behavioral Sciences	City, Mesa, Miramar
CBTE 140	Administrative Assistant ; Office Support Basics	Administrative Assistant ; Business Information Worker ; Business Management ; Computer Fashion Technology : Design ; Event Management ; Fashion Merchandising ; Paralegal	Accountancy ; Accounting ; Administrative Assistant ; Business Information Worker ; Business Management ; Computer Fashion Technology : Design ; Event Management ; Fashion Design ; Fashion Merchandising ; Geographic Information Systems ; Hotel Management ; Information Management Technology ; Social and Behavioral Sciences-Economics ; Social and Behavioral Sciences-Anthropology ; Social and Behavioral Sciences-Sociology ; Microcomputer Applications ; Occupational/Technical Studies ; Paralegal ; Small Business Accounting ; Social and Behavioral Sciences	City, Mesa, Miramar
CBTE 152	Website Designer	Administrative Assistant ; Business Information Worker II ; Paralegal	Administrative Assistant ; Business Information Worker ; Business Management ; Occupational/Technical Studies ; Paralegal ;	City, Mesa, Miramar
CBTE 161			Administrative Assistant ; Geographic Information Systems ; Information Management Technology ; Social and Behavioral Sciences-Economics ; Social and Behavioral Sciences-Anthropology ; Social and Behavioral Sciences -Sociology	Mesa

\*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.