



Career Technical Education

Bilateral Credit Agreement FY2024
Marketing and Business Applications – Auburn CC

FOR OFFICE USE ONLY
LID: _____
Approved Credits: _____

STUDENT: Complete the "STUDENT" portion of this agreement.

- 1. Apply to Lakeland Community College as a CTE student. - LINK Once you are accepted in to Lakeland, you will receive an email with Lakeland ID (LID) and instructions on how to get to your myLakeland account. (Keep this for future use!)
2. Ensure that the Lakeland Community College's Admissions Office has a copy of your final, official high school transcript. This transcript MUST be sent directly by your high school to transcripts@lakelandcc.edu.
3. Take a picture or make a copy of this agreement for your records and forward it to your high school college Tech Prep/CTE instructor by June 1st.
4. Questions? Visit: https://lakelandcc.edu/web/about/career-technical-education or Email: Lucy Ott at CTE@lakelandcc.edu

NOTE: It is the student's responsibility to ensure that all required documents are on file at Lakeland. Bilateral agreements must be submitted directly by the school to the Tech Prep/CTE Office. Agreements turned in by the student will NOT be accepted.

PRINT

Form with fields: Last Name, First Name, Home High School, High School Graduation Year, Lakeland ID # (LID), Preferred E-mail Address for Credit Notification (print clearly), Student Cell, I would like my Career Technical Credit Transfer (CTAG) credit and Bilateral Agreement credit posted at Lakeland CC. Yes ___ No ___, Student Signature, Date.

INSTRUCTOR: Initial next to the course(s) you recommend this student be given credit for. Students must earn at least a 2.75 GPA in the Tech Prep/CTE program to be eligible for credit. (NOTE: Credits will be verified by official HS transcript.)

Table with 4 columns: Instructor's Initial, Lakeland Course # w/catalog link, Lakeland Course Title, Credit Hours. Row 1: BUSM 1300, Introduction to Business, 3

Instructor's Signature: _____ Instructor's Printed Name: _____
Date: _____ Instructor's Email: _____

Submit to: Lucy Ott, CTE Coordinator at Lakeland Community College, 7700 Clocktower Drive, Kirtland, OH 44094

TECH PREP/CTE OFFICE VERIFICATION:

Table with 2 columns: Office Use, Checklist. Checklist items: 1. Bilateral Agreement Submitted by CTE Instructor (this form), 2. Completed HS Tech Prep/CTE Program, 3. Official HS Transcript Submitted to Lakeland Community College, 4. Earned 2.75 GPA or higher in College Tech Prep/CTE Program, 5. Applied to Lakeland (during HS graduation year) – LID

Credits Approved: _____ Credit Denied: _____ Reason for Denial: _____
Tech Prep/CTE Official Signature: _____ Date: _____

OTHER PROGRAM INFORMATION:

CTAG/ODE Courses Taught	CTAG	Course Code	Notes
Business Foundations	0	141000	
Strategic Entrepreneurship	3	141030	BUSM 1620
Office Management	3	142005	
Digital Marketing & Management	0	144015	

Industry Recognized Credentials - LINK	Points
RISE Up Customer Service and Sales	6
RISE Up Retail Industry Fundamentals	6
Microsoft Office Specialist – Word, Excel, Outlook, PowerPoint	3/each
Adobe Photoshop	4
OSHA - 10 Hour	1

Notes:

Business and Administrative Services, Finance and Marketing CTE Curriculum - ODE LINK
Course Description: all Courses in the Business and Administrative Services, Finance and Marketing Pathway LINK
CCP: ITIS 1510 (3), ITIS 1520 (3), ITIS 1540 (2)
<i>*Senior Only (PM) Option Available: -RISE UP - Retail Industry Fundamentals - 6pts; -RISE UP - Customer Service and Sales - 6 pts</i>

Special Notes:

-Students who successfully complete a CTE Program and meet the requirements listed in Column R 1-5 on page 1 will receive college credit listed in the INSTRUCTOR section of the Bilateral Credit Agreement. For specific programming options, please visit www.lakelandcc.edu and click on Academics / Degrees & Certificates.

-CTAG credit is awarded based on a student’s performance on WebXam/End-of-Course Assessments that are offered through the CTE Program. Bilateral credit cannot be awarded if there is CTAG credit available through the WebXam/End-of-Course Assessment.

-College courses are being reviewed and updated on a regular basis. Visit: <https://catalog.lakelandcc.edu/> for the most updated version of the Course Catalog. Credit is only guaranteed if the course is listed in the Course Catalog, the student attends Lakeland and remains on the same career path.

-Note that accumulation of bilateral credit may impact federal financial aid. Check with your college or university for more information.

LAKELAND COMMUNITY COLLEGE CAREER TECHNICAL EDUCATION AGREEMENT APPROVAL FORM

****OFFICIAL SIGNATURES ARE ON FILE IN THE CTE OFFICE AT LAKELAND COMMUNITY COLLEGE.**

Marketing and Business Applications – Auburn CC

Instructor – Angela Nelson

Date _____

Other Representative (if applicable)

Date _____

Lakeland Community College

Lucy Ott, CTE/Tech Prep Coordinator

Date _____

Connie Golden, Business Management Program Director

Date _____

Erin Shufro, Associate Provost of Faculty Engagement and Dean of Faculty

Date _____

Laura C. Barnard, J.D.
Executive Vice President and Provost

Date _____

After signing this document, please forward it to Lucy Ott, CTE/Tech Prep Coordinator – A-1043d, lott1@lakelandcc.edu.

SUGGESTED SEQUENCE

Career Technical Education Program: **Marketing and Business Applications – Auburn CC**
 Lakeland Community College: **Business**

Course Subject Title	Credit Hours	Type of Credit – AP, CCP, CTE Bilateral, CTAG
Business Management Certificate <ul style="list-style-type: none"> • Business Information Management • Business Management • E-Business • Entrepreneurship • Human Resources Management • Leadership • Marketing 		
Business Management Degree <ul style="list-style-type: none"> • Business Information Management • Entrepreneurship • General Management • Human Resources Management Marketing		
Associate of Arts in Business		