



### Career Technical Education

### Bilateral Credit Agreement FY2024 Business Academy – Excel TECC (NCI)

<b>FOR OFFICE USE ONLY</b>
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!)** Enrolled CCP students do not have to reapply to Lakeland.
- \_\_\_ 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 1<sup>st</sup>**.
- \_\_\_ 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.**

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Last Name:	First Name:
Home High School:	High School Graduation Year:
<b>Lakeland ID # (LID):</b>	Preferred E-mail Address for Credit Notification ( <b>print clearly</b> ):
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.)**

Instructor's Initial	Lakeland Course # w/catalog link	Lakeland Course Title	Credit Hours
	<a href="#">BUSM 1300</a>	Introduction to Business	3
	<a href="#">ITIS 1540</a>	Microsoft Office PowerPoint: Skills and Techniques	2
	<a href="#">ITIS 1000</a>	Basic Computer Skills	1

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:**

Office Use	R	Checklist
	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:**

<i>CTAG/ODE Courses Taught</i>	<i>CTAG</i>	<i>Course Code</i>	<i>Notes</i>
Business Foundations	0	141000	
Management Principles	0	141025	
Marketing Principles	0	144000	
Strategic Entrepreneurship	3	141030	<a href="#">BUSM 1620</a>

<b>Industry Recognized Credentials - <a href="#">LINK</a></b>	<b>Points</b>

**Notes:**

Business CTE Curriculum - ODE <a href="#">LINK</a>
Course Description: all Courses in the Business Pathway <a href="#">LINK</a>
<b>Potentially add:</b> <a href="#">BUSM 1330</a> Business Ethics (need information from instructor)
<a href="#">BUSM 2500</a> Principles of Marketing is a TAG course cannot be added to Bilateral.
Potential changes for 2024-25 school year: Professional and Technical Sales 144030

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](http://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.**

**Business Academy – Excel TECC**

\_\_\_\_\_  
Lisa Simon, Instructor

Date \_\_\_\_\_

\_\_\_\_\_  
Other Representative (if applicable)

Date \_\_\_\_\_

**Lakeland Community College**

\_\_\_\_\_  
Lucy Ott, CTE/Tech Prep Coordinator

Date \_\_\_\_\_

\_\_\_\_\_  
Connie Golden, Business Management Program Director

Date \_\_\_\_\_

\_\_\_\_\_  
Sue Baker, Department Chair for IT Computer Science

Date \_\_\_\_\_

\_\_\_\_\_  
Ryan Hamilton, Dean of IT and Computer Science

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: **Business Academy**  
 Lakeland Community College: **Business Management**

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