
Student Name

High School

Student Signature

Mitchell Tech ID#

Student Services Representative

Registrar Signature

Mitchell Technical Institute Articulation

Articulation is a cooperative effort between South Dakota's high schools, the Department of Education's Office of Curriculum, Career and Technical Education (OCCTE), and technical institutes. It links high schools with certificate, diploma, and associate degree programs and provides students with an opportunity to receive credit for skills previously learned. The courses listed below in the Business Management, & Administration and Finance and Information Technology, and Arts, A/V Technology and Communications career clusters are currently articulated from OCCTE approved programs to the Office Technology Specialist program at Mitchell Technical Institute.

Articulation Guidelines

1. To receive articulated credit, the student must have completed the high school course within the last three years.
2. A minimum of a "B" in the course(s) to be articulated is required.
3. Tuition is not charged for the articulated credit(s).
4. Articulated courses will be honored by all post-secondary institutes for those course(s) that have common course names and numbers.
5. If the curriculum of the technical institute course changes, the terms of the agreement may also change.
6. All articulation agreements between secondary schools and the technical institutes reflect only the transfer ability of credit between these agencies and not with state universities.

Office Technology Specialist

High School Information Technology Cluster Courses

10109 Essentials of Operating Systems
10161 Web Programming
10201 Web Page Design
10053 Database Programming
10101 Networking Technology
10102 Networking Systems
10109 Essentials of Operating Systems
10257 Introduction to Network Cabling

High School Arts, A/V Technology & Communications Cluster Courses

10203 Multi Media Design
11152 Desktop Publishing
10202 Computer Graphics

High School Business Management & Administration and Finance Cluster Courses

12104 Accounting I
12108 Accounting II
12109 Accounting III
12009 Business Communications
12054 Business Law
12003 Office & Administrative Technology

Additional High School Courses

Algebra II/Advanced Algebra
plus 20+ on ACT Math or
45+ on COMPASS Algebra or
25+ on TABE Algebra

MTI Office Technology Specialist Courses

EC 167 – IT Essentials (1 of 3 credits)
CSS 203 – Web Design I (1 of 3 credits)
CSS 203 – Web Design I (1 of 3 credits)
CST 105 – SQL Database Management (1 of 3 credits)
CST 140 – CCNA I (1 or 5 credits)
CST 140 – CCNA I (1 or 5 credits)
CST 130 – A+ Core Hardware/Operating Systems (1 of 5 credits)
CST 110 – Network Media (1 of 3 credits)

MTI Office Technology Specialist Courses

CSS 171 – Multimedia Concepts (1 of 3 credits)
CSS 170 – Desktop Publish/Graphics I (1 of 3 credits)
CSS 170 – Desktop Publish/Graphics I (1 of 3 credits)

MTI Office Technology Specialist Courses

BUS 110 – Accounting for Business I (1 of 4 credits)
BUS 110 – Accounting for Business I (2 of 4 credits)
BUS 110 – Accounting for Business I (3 of 4 credits)
CSS 122 – Customer Service (1 of 3 credits)
BUS 140 – Business Law (1 of 3 credits)
CSS 122 – Customer Service (1 of 3 credits)

MTI General Education Courses

MATH 101 – Intermediate Algebra (3 of 3 credits)
MATH 104 – Technical Mathematics (3 of 3 credits)

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Questions or clarifications? Please contact Scott Fossum, Central Area Tech Prep Coordinator.
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