Reciprocal Articulation Agreement For Lake County Students in Office Administration at Yuba College and Business Office Technology or Management at Mendocino College

This is a reciprocal agreement between both schools to accept coursework from each other for students residing in Lake County and completing a degree or certificate during the 2010/11 and 2011/12 academic years.

Yuba College Course Information		units	Mendocino College Course Information		units
NURS 51	Medical Terminology	3	BOT 50	Medical Terminology	3
OA 55	Medical Word Processing		BOT 51	Medical Transcription I	2
		2	**AND**		
		3	BOT 52	Medical Transcription II	2
OA 59	General Transcription	2	BOT 55	Machine Transcription	2
OA 65	Medical Office Procedures	3	BOT 57	Medical Billing/Office Procedures (Ukiah)	3
BCA 25R	Desktop Publishing	2	BOT 65	InDesign for Desktop Publishing	3
OA 52	Business English	3	BOT 70	Business English	3
OA 15A	Beginning Keyboarding	3	BOT 100.1-100.3	Beginning Typing/Keyboarding	3
OA 15B	Intermediate Keyboarding	3	BOT 101.1-101.3	Intermediate Typing/Keyboarding	3
OA 22	Machine Calculations	1	BOT 110	Business Calculators	1
			AND		
			BOT 111	Business Calculator Simulations	1
BCA 22AR	Introduction to Microsoft Word	1	BOT 120	Microsoft Word, Beginning	1.5
BCA 22BR	Advanced Microsoft Word	1	BOT 121	Microsoft Word, Advanced	1.5
OA 60	General Office Procedures	4	BOT 140	Office Procedures	3
OA 53	Filing	1	BOT 144	Records & Database Management	2
OA 65	Medical Office Procedures	3	BOT 150	Medical Office Procedures	3
OA 63	Legal Office Procedures	3	BOT 90.1-90.4	Legal Office Short Courses	3
OA 21	Business Communications	3	BOT 170	Written Communication for Business	3
GNBUS 56	Business Mathematics	3	BUS 50	Mathematical Applications in Business	3
ACCT 1L	Principals of Accounting-Financial	4.5	BUS 200	Financial Accounting	4
BCA 33 AR	Introduction to Excel	1	CSC 201	Introduction to Windows Applications	3
	AND				
BCA 22AR/22BR	Intro/Advanced Microsoft Word	1			
	AND				
BCA 37AR	Introduction to Access	1			
GNBUS 18A	Business Law	3	BUS 212	The Legal Environment of Business	3
MGMT 5	Introduction to Supervision	3	BUS 134	Human Relations in Business	3
MGMT 10	Principles of Management	3	BUS 136	Introduction to Management	3
SPECH 1	Public Speaking	3	SPE 200	Introduction to Public Speaking	3

Approved:

Signature on file _____
Yuba College Department Chair date

Signature on file _____
Mendocino College Department Chair (BOT) date

Signature on file _____
Yuba College Articulation Officer date

Signature on file _____
Mendocino College Department Chair (BUS) date

Signature on file _____
Mendocino College Articulation Officer date