
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 Career and Technical Education (OCTE), 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 Health Science and Business, Management and Administration career clusters are currently articulated from OCTE approved programs to the Medical Secretary/Transcriptionist 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.

Medical Secretary/Transcriptionist

High School Health Science

Cluster Courses

Medical Terminology

MTI Medical Secretary/Transcriptionist Courses

MST 101 – Medical Terminology (1 of 3 credits)

High School Business,

Management and Administration

Cluster Courses

Accounting I

Accounting II

MTI Medical Secretary/Transcriptionist Courses

BUS 110 – Accounting for Business I (2 of 4 credits)

BUS 110 – Accounting for Business I (4 of 4 credits)

Additional High School Courses

Algebra II/Advanced Algebra

plus 20+ on ACT Math or

25+ on TABE Algebra

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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