ARTICULATION AGREEMENT BETWEEN
MID-EAST CAREER AND TECHNOLOGY CENTERS ADMINISTRATIVE OFFICE
PROFESSIONAL PROGRAM
AND
CENTRAL OHIO TECHNICAL COLLEGE BUSINESS MANAGEMENT TECHNOLOGY PROGRAM
2012-2014

Articulation credit to postsecondary programs for relevant high school courses (1) eliminates unnecessary duplication of learning and (2) saves students time and tuition in the pursuit of higher education. Recognizing the need for such agreements, Central Ohio Technical College (COTC) agrees to grant articulation credit to students completing Mid-East Career and Technology Centers Administrative Office Professional Program courses, as follows:

1. The student must be graduated from high school and must have completed the specified course(s) with a grade of A or B or C.

2. The course instructor(s) must review and complete the articulation form (see attached copy) and send it to COTC.

3. The articulated courses will be transcripted at COTC once the student registers for COTC coursework.

There will be no charge for college credit awarded through this agreement, although COTC may charge a small fee for the administration of the student’s record. For the purposes of compliance with state and regional accreditation standards, COTC reserves the right to review the credentials—including, but not limited to, college transcripts and resumes—of the instructors of articulated courses.

The administrators and faculty of the program at both levels pledge their commitment and support to continuing this relationship and to promoting these articulation opportunities to the students.

Mid-East Career and Technology Centers

[Signatures and dates for Mid-East Career and Technology Centers]

Central Ohio Technical College

[Signatures and dates for Central Ohio Technical College]

APPROVED
DEC 10 2012
BOARD OF EDUCATION
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Instructions to Apply for College Credit

The articulation agreement between the Mid-East Career and Technology Centers Administrative Office Professional Program and Central Oho Technical College enables high school graduates to receive college credit at COTC for selected courses upon evidence of competency in technology courses that are deemed equivalent to those in the attached list.

Instructions to the Student:

You must have an A, B, or C in the course to earn the college credit.

If you think that the courses in question might qualify for articulation credit, fill out the first part of the attached form. Take the form to your technology teacher(s), who will review the courses and, if applicable, estimate that the courses meet the criteria for the corresponding college courses listed in this agreement. The teacher(s) will make a recommendation for your receiving articulation credit by completing the form, attaching an official transcript, and sending these materials to COTC. Staff persons at COTC will review the materials and, if appropriate, grant recommended credit.

Instructions to the High School Teacher:

Please read the attached form carefully before filling it out. Students must (1) have covered competencies listed for the COTC course(s) in question and (2) have mastered these competencies in their technology courses at an A, B, or C level. Verify that each goal has been met at the appropriate level by initializing, signing, and dating the form. Please attach the student’s official transcript.

Your signature certifies that, in your estimation, the high school courses meet all articulation criteria for the indicated COTC courses and that the student has, to your knowledge, completed successfully those courses eligible for articulation. Mail the competed form to: Records and Registration, Central Ohio Technical College, 1179 University Drive, Newark, OH 43055. If you have any questions about articulation with COTC, contact the Administrative Dean for Academic Affairs at 740-364-9614.
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RECOMMENDATION FORM FOR COLLEGE CREDIT

To be completed by the student:

Student Name: ________________________________

Address: ____________________________________

Street  City  State  Zip

Home Phone (_ ) __________  Work Phone: (_ ) __________

Expected High School Graduation Date: ________________

Month  Year

I agree to permit my high school teacher(s) to provide COTC with the information on this form
and understand that articulated credit might apply only to a degree or certificate at COTC and
might not be transferrable to another college or university.

Student Signature: ____________________________  Date: ____________

To be completed by the high school teacher(s):

Teacher Name(s): ________________________________

High School Name: ________________________________

School Address: ____________________________________

Street  City  State  Zip

School Phone Number: (___) ________________________________

As indicated by my initials next to the attached course description(s), I consider that my former
student has achieved the indicated knowledge and skills at a level of “A”, “B”, or “C”.

Teacher Signature(s): ________________________________  Date: ____________

Supervisor Signature: ________________________________  Date: ____________

Recommendation for credit for: ____________________________

(student name)

11/27/2012
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<tr>
<th>Letter Grade</th>
<th>Teacher's Initials</th>
<th>COTC Course Available for credit</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>BUS-110 Introduction to Management</strong> (3 credits)</td>
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<td>The basic functions of management are planning, organizing, leading and controlling. The course examines these four functions in considerable detail, and attempts to give the student insight and perspective on management in action. There is an emphasis on current case material so the student can relate principles to real-world management problems.</td>
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<td><strong>BUS-130 Team Building</strong> (3 credits)</td>
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<td>This introductory course explains the principles, terminology, and concepts necessary for developing team building skills in business relationships and environments. Activities and presentations are provided to the student that will allow him or her to learn group-processing skills vital to effective team work; including communication, decision making, and problem solving with conflict resolution. Upon completion of the course, the student will have a better understanding of the effects of individual behavior on group productivity, this awareness assisting in both the student’s personal and professional life.</td>
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<td><strong>BUS-150 Document Applications</strong> (3 credits)</td>
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<td>This course develops the student’s knowledge of basic document production techniques used in business correspondence and other business documents. Course instruction in proper formatting, including but not limited to, using margins and tab settings and various printing and editing techniques is included. Some emphasis is placed on production timelines.</td>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>BUS-155 Spreadsheet Applications</strong> (3 credits)</td>
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This course provides the student the opportunity to develop the skills necessary to create and use spreadsheets efficiently in a business environment. It is designed to take the student step-by-step through the features of Microsoft Excel, from basic through advanced. Numerous practical in-depth spreadsheets will be completed throughout the course including creating, editing and formatting spreadsheets and workbooks as well as the creation and application of basic and advanced formulas and functions. The course will also explore advanced spreadsheet development techniques, chart and graph development and enhancement, working with templates and workbooks and team collaboration and file sharing.

|              |                    | **BUS-165 Presentation Applications** (2 credits) |

This course provides the student the opportunity to develop the comprehensive skills necessary to create and use electronic presentation software (PowerPoint) efficiently. It is designed to take the student step-by-step through the features of Microsoft Power Point, from basic to advanced. Numerous, practical and in-depth presentations will be completed by the student, both individually and in teams.

11/27/2012