Bilateral Articulation Agreement
May 15, 2015
Between
Central Ohio Technical College and Mid-East Career and Technology Centers
Business Management Technology and Administrative Office Professional

This agreement, entered into for the 2015-2017 graduates, is based on a review of the Administrative Office Professional program of study at Mid-East Career and Technology Centers and the Business Management Technology curriculum and syllabi at Central Ohio Technical College.

Purpose of Agreement
This agreement is designed
- To encourage secondary students to pursue a postsecondary education,
- To reduce repetition of mastered competencies between secondary and postsecondary programs of study,
- To provide a smooth transition from secondary to postsecondary, and
- To reduce the cost of higher education for students and the state of Ohio.

Tech Prep articulation agreements recognize a seamless curriculum pathway that starts in high school to an associate degree that leads to careers in related technical fields. This agreement enables graduates of Mid-East Career and Technology Centers who successfully completes the academic and technical competencies required for the Administrative Office Professional program to receive college credit for certain courses in the Business Management Technology associate degree programs at Central Ohio Technical College.
Eligibility Criteria

Students seeking college credit through this Tech Prep bilateral articulation agreement must meet the following criteria/requirements:

- The student must have completed the secondary Tech Prep competencies (academic and technical) relevant to the Central Ohio Technical College courses, with a grade of A, B, or C.
- An application and subsequent matriculation to Business Management Technology at Central Ohio Technical College must occur within 3 years of high school graduation date.
- The student must meet all college entrance, general admission and program specific requirements and complete the COMPASS or ACT assessment. The COMPASS assessment is available, free of charge, through the Central Region Tech Prep Center.
- The student is responsible to inform college admissions personnel of his/her Tech Prep status and eligibility for articulated college credit and verify that appropriate documentation has been provided to the college by the secondary school.

Secondary School Responsibilities

- Secondary instructors are required to have the appropriate teaching credential as defined by the Ohio Department of Education.
- For the purpose of compliance with state, program or regional accreditation standards, Central Ohio Technical College reserves the right to review, validate and copy the credentials (e.g., college transcripts and resumes) of the instructors of articulated courses for external auditing purposes.
- The secondary instructor(s) will complete an Instructor Recommendation Form for each student upon graduation which will be maintained in the student’s secondary permanent file. An Instructor Recommendation Form must be submitted to the Records and Registration Office prior to receiving credit.
- The college and secondary school will develop methods of publicizing the agreement to encourage students to take advantage of seamless transitions and advanced placement opportunities.

Awarding of Credit

- There will be no charge for college credit awarded through this agreement.
- Student eligibility for technical or related credit is primarily determined by high school teachers evaluation based upon predetermined criteria set by the college. In certain cases, record of relevant student external certification, college proficiency testing, review of portfolios, or other forms of assessment may also be required.
- Placement in Central Ohio Technical College’s courses is determined by the student’s scores on the college’s required placement test(s). Credit is available only for the technical courses specified on the attached list of articulated Tech Prep courses.
- Articulated courses are recorded on the student’s permanent records after a student enrolls in and completes a non-articulated college credit at Central Ohio Technical College.

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.
Articulation Agreement Signatures

Administrative Office Professional

DocuSigned by: Bonnie L. Coe, Ph.D.
President

5/20/2015

Central Ohio Technical College

DocuSigned by: Chad Weirick
Director of Academic Operations

5/20/2015

DocuSigned by: Thomas Perkins
Superintendent

5/26/2015

DocuSigned by: Michelle Patrick
Director

5/26/2015

DocuSigned by: Ron Scozzari
Division Dean

5/18/2015

DocuSigned by: Kim Goudy
Faculty Representative

5/18/2015

Distribution: Signees Above and others as determined by the signing partners.

Bilateral Articulation Agreement
Central Ohio Technical College

Courses Available for Bilateral Articulation

This agreement is in effect for students graduating from the Administrative Office Professional Program at Mid-East Career and Technology Centers starting the academic year 2015-2017, and enrolling in one of Central Ohio Technical College’s Associate Degree Programs listed below. College matriculation must occur within 3 years of the high school graduation date.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-110</td>
<td>Introduction to Management</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>BUS-130</td>
<td>Team Building</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>BUS-150</td>
<td>Document Applications</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>BUS-155</td>
<td>Spreadsheet Applications</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>BUS-165</td>
<td>Presentation Applications</td>
<td>2.0</td>
<td></td>
</tr>
</tbody>
</table>
Central Ohio Technical College

Instructor Recommendation Form
For Agreement Between

Central Ohio Technical College
Business Management Technology

Mid-East Career and Technology Centers
Administrative Office Professional

STUDENT INFORMATION

Name ______________________________________
Address ___________________________________
City & State _________________________________
Zip _____________________
Phone ________________
E-Mail __________________
DOB __ ____________________
COTC Student ID #___________________
(If Applicable)
Graduation Year __________

Notice to Secondary or Adult Education Instructor
Instructor sign and date any course(s) for which the above named student has performed at a level of on A, B, or C and achieved state program competencies as determined by the Administrative Office Professional Instructor for any single Central Ohio Technical College Course. For those courses that the student did not achieve competence, enter “Not Achieved” in the signature area.

<table>
<thead>
<tr>
<th>College Course Number and Course Name</th>
<th>Credits</th>
<th>Tech Prep Instructor Signature</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-110</td>
<td>3.0</td>
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<tr>
<td>BUS-130</td>
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<tr>
<td>BUS-165</td>
<td>2.0</td>
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</tbody>
</table>

SUBMIT THIS APPLICATION TO:
Gateway Records
Central Ohio Technical College
1179 University Drive, Newark, OH 43055
740-366-9494

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