ARTICULATION AGREEMENT BETWEEN  
SOUTH-WESTERN CITY SCHOOLS INTERACTIVE MEDIA DESIGN  
AND  
CENTRAL OHIO TECHNICAL COLLEGE DIGITAL MEDIA DESIGN  
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 South-Western City Schools Interactive Media Design 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.

South-Western City Schools  

[Signature]  12/20/12  
Superintendent  
Date

[Signature]  12/20/12  
CTE Coordinator  
Date

Central Ohio Technical College  

[Signature]  3-14-13  
President  
Date

[Signature]  3-2-13  
Vice-President, Academic Affairs  
Chief Academic Officer  
Date

[Signature]  3-4-13  
Academic Dean  
Date

(see email)  
Faculty Representative  
Date

8/22/2012 RDI  
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Instructions to Apply for College Credit

The articulation agreement between the Eastland-Fairfield Career Center Visual Design and Imaging Program and Central Ohio 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 initialing, 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 completed 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)

8/22/2012 RDI
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<thead>
<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>DMD-101 Digital Software Fundamentals</strong> (1 credit)</td>
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<td>This is an overview course, covering the background and formats of digital media and an introduction to digital media software tools. In preparation for further classes, the student will explore the layout of the interface for digital software programs most commonly used in digital media. This course should be taken before any digital media design course requiring the use of digital software.</td>
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<td><strong>DMD-104 Design Fundamentals</strong> (3 credits)</td>
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<td></td>
<td>This course is an introduction to digital design with emphasis on the basic principles, methodologies, and skills important to 2D digital design using key computer graphics tools and software. This course is designed to prepare the student for the next level in his/her selected discipline.</td>
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<tr>
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<td><strong>DMD-120 Web Design &amp; Development I</strong> (3 credits)</td>
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|             |                    | This course is an introduction to Web site design and development. Using WYSIWYG software, the student will be introduced to the principals of web design, page layout including CSS formatting and the use of current scripting languages. Familiarity with Photoshop or other image-editing tool for manipulation of JPEGs and GIFs is highly recommended.  
*Note: Award of credit for this course is contingent upon review of a student portfolio by a designated COTC faculty member.*
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<td><strong>BUS-155 Spreadsheet Applications</strong> (3 credits)</td>
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<td>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.</td>
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<td><strong>BUS-165 Presentation Applications</strong> (2 credits)</td>
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<td>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.</td>
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**BUS-170 Business Portfolio I** (1 credit)

This course was designed to help the student prepare for entry or advancement in the workplace by utilizing the latest in career tools and resources. The student will gain a thorough understanding of the value of a career portfolio as well as how to utilize the latest tools for compiling key information relevant to their learning and future career exploration opportunities, including electronic portfolios (webfolios). The projects and activities started in this course were designed to be used as a foundation for future artifact additions during the student's tenure in the business program. Field assignments, such as informational interviews and simulations will further enhance and reinforce job preparedness skills.