ARTICULATION AGREEMENT BETWEEN
SOUTH-WESTERN CITY SCHOOLS BUSINESS AND ADMINISTRATIVE SERVICES
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 South-Western City Schools Business and Administrative Services 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.

South-Western City Schools

[Signature]
Superintendent

4/5/13
Date

[Signature]
CTE Coordinator

4/5/13
Date

Central Ohio Technical College

[Signature]
President

4/19/13
Date

[Signature]
Chief Academic Officer

4/17/13
Date

[Signature]
Academic Dean

4/19/13
Date

[Signature]
Faculty Representative

4/8/2013
Date

3/27/2013
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Instructions to Apply for College Credit

The articulation agreement between the South-Western City Schools Business and Administrative Services 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 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)

3/27/2013
<table>
<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>BUS-105 Introduction to Business</strong> (3 credits)</td>
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<td>This introductory course explains the principles, terminology, and concepts necessary for interpreting business. Activities and presentations are provided to the student that will allow him or her to identify business environments, business ownership, ethical issues, global business awareness, organizational structures, management and marketing principles, technology information and financial implications in society. Upon completion of the course, the student will have a better understanding of the various elements of the business process, with this assisting in both the student’s personal and professional life.</td>
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<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-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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<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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<td><strong>BUS-210 Entrepreneurship</strong> (3 credits)</td>
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<td>The student will be introduced to the concepts, theories and skill set requirements of entrepreneurship. The student will participate in the steps of creating and implementing a small business venture. During the process, the student will develop entrepreneur skills by recognizing business opportunities, identifying sources of financial support, and labeling constraints of implementing and marketing the new venture.</td>
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<td><strong>BUS-250 Managerial Problem Solving</strong> (3 credits)</td>
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This course will provide an opportunity for the student to integrate knowledge and skills gained in previous courses in management, marketing, human resources, and finance. Emphasis is placed upon familiarization with the types of decisions that managers must make and the development of skills necessary to make them.