ARTICULATION AGREEMENT BETWEEN
TOLLES CAREER AND TECHNICAL CENTER ACADEMY OF BUSINESS AND
FINANCE 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 Tolles Career and Technical Center Academy of Business and
Finance 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.

Tolles Career and Technical Center

[Signature]
Kim Wilson
Superintendent
10/31/2013

[Signature]
Connie Strebe
Principal
10/29/2013

Central Ohio Technical College

[Signature]
Bonnie L. Coe, Ph.D.
President
6-7-13

[Signature]
Michael M. Clark
Chief Academic Officer
6-3-13

[Signature]
Vickie J. Deubelhase
Academic Dean
4-3-2013

[Signature]
Kim Doudy
Faculty Representative
6-3-2013

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Instructions to Apply for College Credit

The articulation agreement between the Tolles Career and Technical Center Academy of Business and Finance 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.

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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)

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<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Teacher’s Initials</th>
<th>COTC Course Available for credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>BUS-105 Introduction to Business</strong> (3 credits)</td>
</tr>
<tr>
<td></td>
<td></td>
<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>
</tr>
<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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<tr>
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<td></td>
<td><strong>BUS-175 The Business Environment</strong> (2 credits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This design of this course is to introduce the student to the business environment and provide a minimum background in all the areas that comprise business. This is an introductory course that review the basic terminology of the business world by examining culture, communication, ethics, economics, and law. The course will introduce many fundamental concepts and theories that are central to understanding today’s business environment. The student will apply these concepts and theories to a real-world setting.</td>
</tr>
</tbody>
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5/31/2013