ARTICULATION AGREEMENT BETWEEN
TOLLES CAREER AND TECHNICAL CENTER DIGITAL MEDIA PRODUCTION
PROGRAM
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 Tolles Career and Technical Center Digital Media Production
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

Pam Warkentin, 2-13-13
Superintendent

Allan Kuykendall, 2-13-13
Principal

Central Ohio Technical College

Bonnie L. Cole, Ph.D., 3-14-13
President

Wendy G. Allen, 3-7-13
Vice President, Academic Affairs

Cindy Carbon, 9-21-13
Chief Academic Officer

January 2013

Vancan’t
Faculty Representative

10/22/2012
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Instructions to Apply for College Credit

The articulation agreement between the Tolles Career and Technical Center Digital Media Production 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)

10/22/2012
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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>DMD-101 Digital Software Fundamentals</strong> (1 credit)</td>
</tr>
<tr>
<td></td>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DMD-104 Design Fundamentals</strong> (3 credits)</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DMD-201 Graphic Design I</strong> (3 credits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graphic Design I begins the exploration of graphic design and the digital print publishing world. The course covers the history of graphic communication from man’s earliest attempts at self expression through visual media to the creation of writing, the printing press, the computer, and modern graphic design. This course also covers designing for the printed page and the use of page-layout software to create printed documents. The course will serve as an overview to graphic design publishing, including working with traditional as well as digitally based design tools.</td>
</tr>
</tbody>
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