



ARTICULATION AGREEMENT

**Terra State Community College
Technology and Workforce Development Division,
Office Administration Program**

And

**Vanguard Career Center
Adult Education Program**

Effective for 2008-2009 Graduates

This agreement is based on a review of the Adult Education Program at Vanguard Career Center and the courses taught in the Technology and Workforce Development Division at Terra State Community College as of the date of this agreement. A joint faculty and administrative discussion, review, and evaluation of the content establishes the following agreement:

Students completing the Adult Education Program at Vanguard Career Center in Fremont, Ohio, will receive advanced credit toward an associate degree at Terra State Community College provided they meet the following criteria:

1. The student must enroll at Terra State Community College within two calendar years after having graduated from the Adult Education Program in order to be eligible to receive articulated credits defined in this agreement.
2. The student must have graduated from the Adult Education Program with a minimum grade point average (GPA) of a 3.00 (B average) on a 4.00 scale.
3. The student must submit a letter/form to the Dean of Technology and Workforce Development at Terra State Community College signed by the Director of the Adult Education Program stating that the student petitioning for articulated credit has successfully completed the requirements of the Adult Education Program, the date of the student's graduation, and the cumulative grade point average.
4. The student submits an official secondary school transcript to the Records Office at Terra State Community College.

Upon successful completion of the Adult Education Program course of study at Vanguard Career Center, the student will be awarded credit at Terra State Community College for the following course, as it applies to his/her selected major:

CIT 1090 – Computer Fundamentals

3 credits

Upon successful completion of the MOS Certification in Word 2007, the student will be awarded credit at Terra State Community College for the following courses, as they apply to his/her selected major:

OAD 1150 – Document Formatting I 3 credits
OAD 1160 – Document Formatting II 3 credits
CIT 2310 – Advanced Word Processing 1 credit

Upon successful completion of the MOS Certification in Excel 2007, the student will be awarded credit at Terra State Community College for the following course, as it applies to his/her selected major:

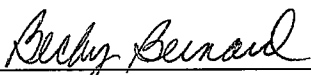
CIT 2240 – Advanced Spreadsheets 1 credit

Upon successful completion of the MOS Certification in Access 2007, the student will be awarded credit at Terra State Community College for the following course, as it applies to his/her selected major:


CIT 2230 – Advanced Database 1 credit

Upon successful completion of the MOS Certification in PowerPoint 2007, the student will be awarded credit at Terra State Community College for the following course, as it applies to his/her selected major:

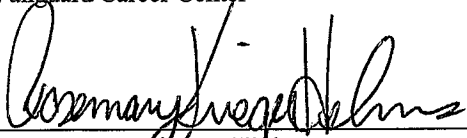
CIT 2330 – Advanced Presentation Graphics 1 credit




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Vanguard Career Center



Bruce Meyer 9/15/08
Dean, Technology and Workforce Development Division, (Date)
Terra State Community College



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Acting Vice President, Academic Affairs (Date)
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