



## **ARTICULATION AGREEMENT**

**Terra State Community College  
Business Technologies Division, Office Administration Program**

**And**

**Sandusky Career Center  
Customized Office Skills Training Program**

**Effective for 2007 Graduates**

This agreement is based on a review of the Customized Office Skills Training Program at Sandusky 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 Customized Office Skills Training Program at Sandusky Career Center in Sandusky, 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 Customized Office Skills Training Program at Sandusky Career Center in order to be eligible to receive articulated credits defined in this agreement.
2. The student must have graduated from the Customized Office Skills Training Program at Sandusky Career Center 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 Customized Office Skills Training Program at Sandusky Career Center stating that the student petitioning for articulated credit has successfully completed the requirements of the Customized Office Skills Training Program at Sandusky Career Center, 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 Customized Office Skills Training Program course of study at the Sandusky 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
OAD 1400 – Personal and Professional Development	3 credits

