ARTICULATION AGREEMENT

Office Information Systems Program
Wright State University – Lake Campus

and

Medical Information Management Program
Upper Valley Career Center

Definition:
The Ohio Board of Regents defines articulation as a planned process that allows students to move without hindrance through the education process, including the transition between secondary and post-secondary levels of instruction.

Purpose:
A partnership between Wright State University – Lake Campus—Office Information Systems Program and Upper Valley Career Center has been designed to recognize and to reward those graduates who have acquired the skills for proficiency credit in specific introductory courses. Wright State University – Lake Campus will grant credit to graduates who fulfill course requirements agreed to in this document.

Advantages:

✧ The student will be able to complete an associate’s degree in less time.
✧ The student will save money by completing fewer classes.
✧ The student can supplement the degree program with optional courses, if desired.

Criteria:
The total number of courses awarded to a student will be evaluated on an individual basis and may vary. All courses must be reviewed and articulated by the end of the student’s first year at the university. A high school grade of “B” or better is required before credit can be given.

Process:
→ Complete Proficiency Credit Application form available from Career Center.
→ Have guidance counselor or career compact instructor verify successful completion of courses.
→ Contact the Admissions Office at Wright State University – Lake Campus for a formal application for admittance.
→ Submit paperwork to Lake Campus Registrar at Wright State University – Lake Campus.
→ College officials will evaluate work, post credits to the transcript and will notify applicant of status.
COURSES AND CREDITS FOR PROFICIENCY

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIS 1050 – 3 Credits</td>
<td>Beginning Keyboarding</td>
<td>Successful completion of Upper Valley Career Center competencies based on the use of the same text book</td>
</tr>
<tr>
<td>OIS 1060 – 3 Credits</td>
<td>Advanced Keyboarding</td>
<td>Successful completion of Upper Valley Career Center competencies based on the use of the same text book</td>
</tr>
<tr>
<td>OIS 1230 – 3 Credits</td>
<td>Medical Terminology and Practice</td>
<td>Successful completion of Upper Valley Career Center competencies</td>
</tr>
<tr>
<td>OIS 2080 – 3 Credits</td>
<td>Medical Document Formatting Using Word</td>
<td>Successful completion of Upper Valley Career Center competencies</td>
</tr>
<tr>
<td>OIS 2100 – 3 Credits</td>
<td>Administrative Office Procedures (Medical)</td>
<td>Successful completion of Upper Valley Career Center competencies</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

OIS 1050: Beginning Keyboarding
(Credits: 3)
Introduction to the keyboard and the development of keyboarding speed and accuracy. Basic document formatting with word processing software is practiced in the production of correspondence, reports, and tabulations.

OIS 1060: Advanced Keyboarding—Speed and Accuracy
(Credits: 3)
Acquired skills in keyboarding, word processing, and document formatting are reinforced in the production of documents with graphics and other advanced features. Skill building activities continue to build keyboarding speed and accuracy.

OIS 1230: Medical Terminology & Practice
(Credits: 3)
Study of medical terminology and other basic aspects of the medical assistant profession.

OIS 2080: Medical Document Formatting Using Word
(Credits: 3)
Develop skills in preparing medical documents (Patient Reports, Doctor Referrals, Examination Reports, Hospitalization Reports, Procedure Reports and other applications) using Microsoft Word.

OIS 2100: Administrative Office Procedures (Medical)
(Credits: 3)
Development of operational functions and decision-making competencies. Simulations in executive, medical, and legal procedures including experiences in telephone and communication techniques, word processing, and administrative services.
Office Information Systems Program
Wright State University – Lake Campus
and
Medical Information Management Program
Upper Valley Career Center

CONTRACT

We, the undersigned representatives of Wright State University – Lake Campus—Office Information Systems Program and Upper Valley Career Center—Medical Information Management Program, agree that a student completing vocational training in selected vocational business programs may be eligible for proficiency credit. Guidelines for acceptance of that credit are outlined in the accompanying document.

WRIGHT STATE UNIVERSITY – LAKE CAMPUS

Bonnie Mathies, Dear:  H. Roger Fulk, OIS Department Director

12-6-12

Date

UPPER VALLEY CAREER CENTER

Nancy Luce, Superintendent  Deb Holthaus, Supervisor of Instruction

11-12-12  Shellie Gyetvai, Instructor
Name of Student __________________________ Date __________________________

Name of School Attended __________________________

Vocational Program __________________________ SS Number __________________________

Grade Point Average ______ Year of Graduation ______ Birth Date __________________________

(All courses must be reviewed and articulated by the end of the student's first year at the university.)

Under the provisions of the Articulation Agreement between Upper Valley Career Center and Wright State University – Lake Campus, the following courses have been reviewed by the undersigned and are recommended for proficiency to be recorded on the above student’s college transcript showing the credit given for the course.

<table>
<thead>
<tr>
<th>Completed by High School Official</th>
<th>Completed by University Official</th>
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<tbody>
<tr>
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<tr>
<td>High School/Vocational Program</td>
<td>Credit Hours to be Awarded</td>
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<tr>
<td>Course Title</td>
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<td>Course Number</td>
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<td>Wright State University</td>
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<td>Approval (circle)</td>
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</tbody>
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Comments:

Upper Valley Career Center Instructor __________________________ Date __________________________

Upper Valley Career Center Counselor __________________________ Date __________________________

Return completed form to: Registrar
Wright State University – Lake Campus
7600 Lake Campus Drive
Celina, OH 45822-2952