ARTICULATION AGREEMENT

Office Information Systems Program
Wright State University – Lake Campus

and

Medical Office Management
Vantage 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 Vantage 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 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 Vantage 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 Vantage 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 Vantage Career Center competencies</td>
</tr>
<tr>
<td>OIS 2080 – 3 Credits</td>
<td>Medical Document Formatting Using Word</td>
<td>Successful completion of Vantage Career Center competencies</td>
</tr>
<tr>
<td>OIS 1070 – 3 Credits</td>
<td>Introduction to Word Processing (Microsoft Office Word)</td>
<td>Successful completion of Vantage 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 1070: Introduction to Word Processing (Microsoft Office Word)**  
(Credits: 3)  
Essential features of word processing software are introduced and practiced in the creation of a variety of documents for business and personal use.
Office Information Systems Program  
Wright State University – Lake Campus  
and  
Medical Office Management  
Vantage Career Center  

CONTRACT  

We, the undersigned representatives of Wright State University – Lake Campus—Office Information Systems Program and Vantage Career Center—Medical Office Management, 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, Dean  3-13-13  
H. Roger Fulk, OIS Department Director  

3-7-13  

date

VANTAGE CAREER CENTER

Staci Kaufman, Superintendent  
Mary Ann Hall, Career Tech Supervisor  

2/10/13  
Paula Getz, 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 Vantage 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>
<td>High School/Vocational Program</td>
<td>Credit Hours to be Awarded</td>
</tr>
<tr>
<td>Course Title</td>
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<tr>
<td>Grade Received in Course</td>
<td>University Course Number</td>
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<tr>
<td>High School Credit Earned for</td>
<td>Wright State University</td>
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<tr>
<td>Course</td>
<td>Approval</td>
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*Comments:*

Vantage Career Center: Instructor ___________________________ Date ___________________________

Vantage Career Center: Counselor ___________________________ Date ___________________________

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