

Articulation Agreement Between
University of Northwestern Ohio
Colleges of Business, Health Professions, and Occupational Professions

And

School

City

State

The University of Northwestern Ohio believes that many high schools and career centers offer course work which may equal entry level college courses in scope, sequence and academic rigor. We further feel that students having successfully completed these college level programs or courses should be given the opportunity to articulate college credit.

A partnership agreement between the University of Northwestern Ohio and the high schools and/or career centers is appropriate to recognize and reward those graduates who have acquired the skills for articulated credit in specific introductory classes. The University of Northwestern Ohio will grant articulated credit to graduates who fulfill course requirements agreed to in this document.

The secondary school will determine which of their programs/courses or course combinations meet the articulation requirements and learning outcomes of the UNOH courses catalogued in this agreement. The secondary school will list their equivalent program/course or course combination, along with the matching curriculum hours of instruction, on the Course Equivalency Sheet contained in this agreement, indicating the UNOH course to be articulated.

Secondary schools wishing to articulate UNOH courses not currently included in this agreement must contact their UNOH Admissions Representative to initiate a curricular and assessment evaluation.

During the agreement's three-year lifetime, the University reserves the right to implement changes to the courses, articulation requirements, and learning outcomes contained in or associated with this agreement.

The advantages to the graduate are many. Articulated credit will cost nothing, and in most cases will reduce the total tuition for college programs and the time necessary for completion of the program.

The decision to grant a student articulated credit will be determined by the following University of Northwestern Ohio's authorized personnel: Vice President for Academic Affairs and the Registrar.

To take advantage of this agreement, the student should:

- Contact the Admissions Office at the University of Northwestern Ohio for a formal application to the University.
- Pick up the current school year Articulation Application form from the Registrar or your high school counselor. (You can call the University to have the form to be mailed to you.)
- The high school counselor/principal and instructor must approve and specify the courses for articulation
- The course instructor and student must sign the application to articulate credit to verify they have read, and the course and student meet the articulation requirements and learning outcomes for each course for which credit is sought.
- After review of the materials by the University's personnel, the student will be notified if advanced credit has been awarded.

Return signed document to:

Attention: Admissions
University of Northwestern Ohio
1441 N. Cable Road
Lima, OH 45805

Courses & Credits From 2022/2023 Catalog	High School Requirements Access Learning Outcomes at: https://www.unoh.edu/files/admissions/articulation/agreement.pdf
AC114 Accounting I (5 credits)	Accounting course with B or better in each accounting course which will include being able to manually perform a debit/credit analysis, journalize transactions, post to the general ledger, and prepare a trial balance worksheet and financial statements.
AG106 Agribusiness Fundamentals (3 credits)	3.0 or better in one year of Ohio Agricultural and Environmental Systems course Business Management for Agricultural and Environmental Systems, plus score 70% or higher on the Webxam end of course exam.
BU120 Introduction to Business (3 credits)	Graduate of a high school business program with a GPA 3.0 or better in at least two credits in business courses that combined meet the learning outcomes.
DM121 Web Media Design Concepts (HTML) (3 credits)	Graduate of a digital multimedia curriculum, a GPA of 3.0 or better in DP courses and meet learning outcomes using HTML coding.
DM125 Digital Graphic Imaging (Current version of Adobe Photoshop) (3 credits)	Graduate of a digital multimedia curriculum (with this specific course and version), a GPA of 3.0 or better in digital media courses and meet learning outcomes.
DM190 Interactive Media Presentation (Current version of Flash software) (3 credits)	Graduate of a digital multimedia curriculum (with this specific course and version), a GPA of 3.0 or better in digital media courses and meet learning outcomes.
DP117 Database Applications (3 credits)	Graduate of data processing curriculum using Microsoft Access – latest version, a GPA of 3.0 or better in data processing courses, and meet learning outcomes.
DP150 Spreadsheet Applications (3 credits)	Graduate of a data processing curriculum using Microsoft Excel – latest version, a GPA of 3.0 or better in data processing courses and meet learning outcomes.
IT113 Intro to Computer Programming (3 credits)	Graduate of an information technology curriculum (with this specific course and version), a GPA of 3.0 or better in information technology courses and meet learning outcomes.
IT150 Administering a Client Operating System (3 credits)	Graduate of an information technology curriculum (with this specific course and version), a GPA of 3.0 or better in information technology courses and meet learning outcomes.
IT170 Ethics in Information Technology (3 credits)	Graduate of an information technology curriculum (with this specific course and version), a GPA of 3.0 or better in information technology courses and meet learning outcomes.
KY146 Keyboarding I (5 credits)	2 years of keyboarding with 3.0 or better in the typing courses, meet learning outcomes.
MO120 Medical Terminology I (3 credits)	Graduate of a medical program with a GPA of 3.0 or better in medical courses and meet learning outcomes. MO120 required in Medical Office Management major.
MT150 Principles of Marketing (5 credits)	Graduate of a business program with a GPA 3.0 or better in a Marketing Principles course that meets the learning outcomes of the course.
OP149 Records Management (3 credits)	Graduate of a business office program with a 3.0 or better in program grades, completion of a manual simulation using ARMA records management rules, principles and rules for indexing, coding, cross-referencing, and storing (filing) of documents, retrieval of documents from files, the principles and rules for Alphabetic, numeric and subject filing, and meet learning goals and course objectives highlighted in learning outcomes file.
SA115 Database Design and Development (3 Credits)	Graduate of a data processing curriculum using Microsoft Excel – latest version, a GPA of 3.0 or better in data processing courses and meet learning outcomes.
WP138 Introduction to Word Processing Applications (3 credits)	Graduate of a business or digital multimedia curriculum using Microsoft Word – latest version, a GPA of 3.0 or better in data processing courses and meet learning outcomes.

CATALOG DESCRIPTIONS

2022/2023 Catalog

- **AC114 Accounting I:** Students receive a basic knowledge in double-entry accounting theory. Instruction will be given in journalizing and posting accounts, periodic adjustments, closing entries, statement preparation, special journals, and cash controls.
- **AG106 Agribusiness Fundamentals:** Students are introduced to the methods and procedures used by agribusiness in decision making.
- **BU120 Introduction to Business:** Students should develop an understanding of the broad areas of activity known as business. A vocabulary of terms, the varied careers available in the business world and an understanding of the methods and procedures used by business in decision making will be discussed.
- **DM121 Web Page Design Concepts:** HTML documents are a major component of the WWW on the Internet as well as Electronic Commerce web sites. Students will learn how to develop web pages for use on the Internet or on an Intranet for organizations that are using HTML. Students will use various HTML test editors to enhance and create dynamic HTML web pages.
- **DM125 Graphic Imaging:** This course will give the students the skill necessary to select and manipulate image selections using all of the selection tools, navigate images efficiently at different magnifications, create and manipulate layers, work with layer opacity and mode, combine images, create text and apply later effects, adjust image color, use the painting tools, use gradients, create painting effects, adjust color saturation and work with mask and channels. Adobe PhotoShop CS5 software.
- **DM190 Interactive Graphic Animation:** This course covers the basics of creating interactive and animated elements utilizing graphics, sound and video. The techniques learned will be used to create multimedia elements that will be incorporated into web pages. Flash CS 5 software.
- **DP117 Database Applications:** The concept of relational databases and their manipulation will be presented. Microsoft Access is used to illustrate relational database concepts. The application of relational databases to typical business problems, especially on microcomputers in small business, is extensively discussed. (This course provides preparation for Microsoft® Application Certification Testing.)
- **DP150 Spreadsheet Applications:** This introductory course exposes students to a wide variety of fundamental electronic spreadsheet operations and functions through business related applications. (This course provides preparation for Microsoft® Application Certification Testing.)
- **IT113 Intro to Computer Programming:** This introductory course teaches the fundamentals of object-oriented programming. Basic concepts and principles of programming using a visually-oriented instructional program to teach otherwise abstract concepts are also taught.
- **IT150 Administering a Client Operating System:** This course introduces the skills required for installation, configuration, and management of popular Microsoft operating system(s) for standalone and network computers. Aspects of the typical Microsoft client-server network administration functions are also discussed. Type 2 hypervisors are used extensively in this course to complete hands-on labs.
- **IT170 Ethics in Information Technology:** This course examines principles of ethics for IT professionals and IT users. Students evaluate different ethical situations that arise in the realm of information technology and gain practical advice for addressing these issues. Students also learn ethical concepts related to computer and internet crime, privacy, freedom of expression, intellectual property, and software development.
- **KY146 Keyboarding I:** Students are given a review of the keyboard and are introduced to vertical and horizontal centering, tables, placement and style of letters, reports and memoranda.
- **MO120 Medical Terminology I:** A vocabulary course for students enrolled in the medical field. It is designed to aid in the spelling, definition and pronunciation of the terminology related to the following: the body as a whole, integumentary system, eye and ear, musculoskeletal system, digestive system, hematology/blood, and cardiovascular.
- **MT150 Principles of Marketing:** The philosophy of marketing is introduced. Key topics will include the 4 P's of the marketing mix, segmentation, targeting, positioning, and the economics of pricing.
- **OP149 Records Management:** Students will study the principles and procedures of records storage, retrieval and disposition. The filing methods introduced include: alphabetic, numeric, and subject. Manual simulation projects will be completed.
- **SA115 Database Design and Development:** This course examines database design and the use of different database management systems for applications. Microsoft SQL software will be used to design a SQL Server database in a hands-on lab environment.
- **WP138 Introduction to Word Processing Applications:** This is an introductory course in the use of Microsoft Word. Students will also be introduced to Windows and file management concepts. The functions will include creating, editing and formatting documents, tables, and labels. (This course provides preparation for Microsoft® Application Certification Testing.)

Signature Section

For students whose secondary education curricula do not meet the requirements for articulated credit for any of the courses above, those students may opt to take proficiency exams where they are available. Contact the Registrar for the College of Business about proficiency exams.

We, the undersigned representatives of the cooperating university and high school/career center, agree that a student completing college equivalent course work in a rigorous, academically challenging high school program may be eligible for advanced placement credit. Guidelines for acceptance of that credit are covered in this document.

University of Northwestern Ohio

Secondary School

Vice President for Academic Affairs/Provost

School Name

Date*

Superintendent

* Agreement valid for three years from date of University of Northwestern Ohio Signature.

Principal

Date*

Course Equivalency Sheet

University of Northwestern Ohio

and

School: _____

UNOH ID	UNOH Course Name	<u>High School Course/s or Program meeting the UNOH Requirements and Learning Outcomes (Please list as it will appear on high school transcript)</u>	High School Clock Hours of Instruction meeting UNOH outcomes*
AC114	Accounting I		
AG106	Agribusiness Fundamentals		
BU120	Introduction to Business		
DM121	Web Page Design Concepts		
DM125	Graphic Imaging		
DM190	Interactive Graphic Animation		
DP117	Database Applications		
DP150	Spreadsheet Applications		
IT113	Intro to Computer Programing		
IT150	Administering a Client Operating System		
IT170	Ethics in Information Technology		
KY146	Keyboarding I		
MO120	Medical Terminology I		
MT150	Principles of Marketing		
OP149	Records Management		
SA115	Database Design and Development		
WP138	Introduction to Word Processing Applications		

School Official Signature and Title

Date

Access Learning Outcomes at: <https://www.unoh.edu/files/admissions/articulation/agreement.pdf>

* Matching High School Curriculum Hours of Instruction: **Clock Hours** aligned with UNOH course learning outcomes.