



West Shore Career-Technical Education District is dedicated to offering students the opportunity to earn college credit through West Shore Career-Technical College Link. Earning college credit requires acceptable performance in the CTE program. Individual colleges maintain their own criteria. Agreements are subject to change. College credit will not be granted if a specific criterion is not met. In general, most colleges require a 2.0/2.5 cumulative grade point average (CGPA) and a 2.75/3.0 GPA for duration of the Career-Technical program. A student interested in earning college credit through their CTE program should complete all necessary paperwork and meet deadlines. Below are the different options to college credit opportunities for West Shore Career-Technical students.

## Medical Office Management

### 1. Ohio College Tech Prep:

West Shore is a member of the Northeast Regional Center College Tech Prep Partnership.

#### Tech Prep Option #1: [Cuyahoga Community College](#):

Students interested in earning college credit from Cuyahoga Community College need to complete the Tri-C application and the Articulation Agreement form available through your CTE teacher or in the West Shore Career-Tech Office by graduation. <http://www.tri-c.edu/techprep>

#### [Your Guide to Earning Tech Prep College Credit from Cuyahoga Community College](#)

STEP 1: Complete a Tri-C application online.

STEP 2: Receive a Tri-C "S" number via email. **DO NOT LOSE YOUR "S" NUMBER- You will need it!**

STEP 3: Inform your CTE teacher that you received your "S" number.

STEP 4: Maintain at least a 2.75 CGPA in your Tech Prep program.

STEP 5: Maintain at least a 2.0 CGPA overall in high school.

STEP 6: Complete the Articulation Agreement in the spring of the senior year.

Tech Prep College credits available from Cuyahoga Community College:

BADM 1020	Introduction to Business	3 credit hours
BT 1000	Keyboarding	2 credit hours
BT XXXX	Business Technology Elective	2 credit hours
BT 1201*	Word Processing 1	4 credit hours
BT 2220*	Business Spreadsheet Applications	3 credit hours
BT 2210*	Presentation Software	3 credit hours
BT 2300*	Business Database Systems	3 credit hours

\*Certifications must be attached to articulation agreement to be award the college credit

## Tech Prep Option #2: University of Akron:

Students interested in earning the college credits from the University of Akron need to apply to the university and complete the Exhibit B from University of Akron available in the CTE office. Attach to Exhibit B copies of the certifications for.

### Tech Prep College credits available from University of Akron:

Technical Credit

12 block Credit Hours

Successful completion of the program and earn the Microsoft Office Suite Certifications; Word, PowerPoint, Excel and Access

## 2. CT<sup>2</sup>:

CT<sup>2</sup> is a statewide college credit agreement system. The West Shore Medical Office Management program meets the high standards necessary to allow students to earn college credit within the CT<sup>2</sup> system. The CT<sup>2</sup> credits are earned based on student performance on the Ohio Department of Education End of Course Exam (Webxam).

### Your Guide to Earning CT<sup>2</sup> College Credit

**STEP 1: Apply to the college of your choice.**

**STEP 2: Pass the Office Management course with a "C" and pass the End of Course Exam for 142005 (Webxam)**

**STEP 3: Pass the Medical Office Management course with a "C" and pass the End of Course Exam for 142015 (Webxam)**

**STEP 4: Complete the CT<sup>2</sup> Verification of Course/Program and submit it to the West Shore Office before graduation.**

CT<sup>2</sup> College Credits available:

CTAPS001	Office Management	3 credit hours
CTMMS001	Medical Office Procedures	3 credit hours

**NOTE:** The Higher Education institution will review the credits and decide which will be accepted based on the chosen major. Some credits may not apply to the major's course of study.

Bryant & Stratton College and West Shore Career-Tech have developed a partnership that allows students to earn college credit. Courses that are included in this agreement are as follows:

Introduction to Health Care, Medical Terminology and Anatomy and Physiology 1 and 2.

<http://www.bryantstratton.edu/>

Interested students should apply to the college and complete necessary forms in the Career-Tech office.