

**ARTICULATION AGREEMENT  
HILLSBOROUGH COUNTY PROGRAMS OF STUDY PARTNERSHIP**

*Administrative Office Specialist Program (SDHC)*  
And  
*Associate in Science in  
Office Administration Program (HCC)*

In a continuing effort to serve the needs of students in Career and Technical Education Programs, **Hillsborough Community College** enters into this agreement with **The School Board of Hillsborough County, Florida**, to award college credit toward an **Associate in Science** degree in *Office Administration* to graduates of Hillsborough County Public Schools' Career and Technical Education *Administrative Office Specialist Program CIP# 0552040103* as delineated below:

Secondary LEA: School District of Hillsborough County, Florida		Postsecondary Institution: <i>Hillsborough Community College</i>		
Program/Courses	Secondary Numbers	Course Code	Course Name	Awarded Credits
Digital Information Technology	8207310	OST2854C	Office Applications for Business	3
Administrative Office Technology 1	8212110	OST1813	Desktop Publishing	3
Administrative Office Technology 2	8212410	SLS1261	Personal Skills for Business	3
Administrative Office Technology 3	8212420	OST2501	Office Administration	3
<b>Total Credits</b>	<b>4</b>		Total credits	12

This agreement makes it possible to award **12** articulated credits to a student who has completed the stated Hillsborough County Public Schools' Career and Technical Education Program of Study if the student meets the following criteria:

- Enroll in the *Office Administration* Program seeking the Office Administration (AS.OA.OSTS) Degree;
- Request articulation within three years of high school graduation date;
- Furnish official copy of high school transcript indicating *Administrative Office Specialist* program completion;
- Satisfactorily complete the secondary program with a B or better in the program courses;
- Must matriculate 15 hours of coursework at Hillsborough Community College on either a full or part-time basis to have these credits noted on his/her official college transcripts.

AND

Hillsborough County Public Schools has complied with the following provisions:

- Hillsborough County Public Schools agrees to provide to the Office Administration Program Manager copies of the course syllabi and copies of all examinations for each of the articulated courses prior to each academic school year:  
8207310, Digital Information Technology  
8212110, Administrative Office Technology 1  
8212410, Administrative Office Technology 2

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS  
CAREER AND TECHNICAL EDUCATION**

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8212420, Administrative Office Technology 3

Hillsborough County Public Schools agrees to meet the teaching objectives for each of the credited courses that Hillsborough Community College offers:

- OST2854C, Office Applications for Business
- OST1813, Desktop Publishing
- SLS1261, Personal Skills for Business
- OST2501, Office Administration

- Hillsborough County Public Schools agrees to use the following textbooks for the articulated courses and not to change textbooks without the prior permission of the Office Administration Program Manager:

Working, 4<sup>th</sup> ed., Cengage Learning, 9780538444026

The articulating agency will annually review the contents of the curriculum and the qualifications of teachers employed by Hillsborough County Public Schools. The purpose of the review is to verify that competencies are being taught and are equivalent to the postsecondary institution's course(s) which has been designated as equivalent and for which college credit is being offered.

This articulation agreement for the 12 credit(s) toward the *Hillsborough Community College Office Administration Degree* is effective upon both party's signatures and will be reviewed five years from the final signature date. This agreement may be terminated by either party upon 60 days written notice.

Signatures below indicate endorsement and attestation of this agreement.

**Hillsborough Community College**

I hereby endorse the above articulation agreement:

By: \_\_\_\_\_

Dipa Shah, Esq.  
Chair, Board of Trustees

Date: 8/23/17

I hereby attest the above articulation agreement:

By: \_\_\_\_\_

Dr. Kenneth Atwater, President

By: \_\_\_\_\_

Ginger Clark, VP of Academic Affairs

**The School Board of Hillsborough County, Florida**

By: \_\_\_\_\_

School Board Chair **CINDY STUART**

Date: ~~OCT 03 2017~~ 10/17/17 RT

By: \_\_\_\_\_

Jeff Eakins, Superintendent

Date: 8/15/17 ~~OCT 03 2017~~ 10/17/17 RT

**APPROVED AS TO FORM AND LEGALITY**

\_\_\_\_\_  
**COLLEGE ATTORNEY  
HILLSBOROUGH COMMUNITY COLLEGE**

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS  
CAREER AND TECHNICAL EDUCATION**

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**DOCUMENTATION OF INITIAL APPROVAL OF ARTICULATION AGREEMENT  
Pending School Board Approval**

- Associate in Science
- College Credit Certificate
- Advanced Technical Diploma
- Other: Specify \_\_\_\_\_

The attached Articulation Agreement Documentation references the following Hillsborough Community College program/certificate/diploma:

**Office Administration Program**

**for the A.S. Office Administration Degree**

Articulation will be with:

**The School Board of Hillsborough County, Florida**

**Administrative Office Specialist (8212500)**

Secondary LEA: School District of Hillsborough County, Florida		Post-Secondary Institution: Hillsborough Community College		
Program/Courses	Secondary Course Numbers	Course Code	Course Name	Awarded Credits
Digital Information Technology	8207310	DST2854	Office Apps For Business	3
Administrative Office Technology 1	8212110	DST1813	Desktop Publishing	3
Administrative Office Technology 2	8212410	SL612101	Personal Skills for Bus.	3
Administrative Office Technology 3	8212420	DST2501	Office Administration	3
Total Credits	4		Total credits	12

**Documentation of coursework:**

Identify the types of documentation examined to determine that the articulated courses represent coursework and learning outcomes that are consistent with the degree, certificate, or diploma being articulated and that the content is comparable and appropriate college-level work:

- Curriculum frameworks
- Program of Study
- Course Scope & Sequence
- Semester & Final Exams (upon request)
- Other: Textbooks used in each high school course

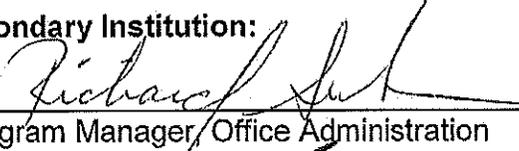
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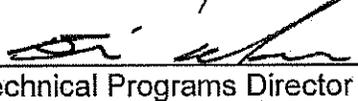
We hereby agree that the competencies in the above stated secondary program have been reviewed and determined to be equivalent to the competencies contained within **Hillsborough Community College's** course(s) listed in this document. Furthermore, the signature of the college faculty representative and the Administration (designee) signifies the faculty representative has reviewed the submitted documentation as well as the comprehensive final examination (upon request) and deemed the examination as meeting the standards of the measurement of the competencies being awarded articulated credit by **Hillsborough Community College**.

**Hillsborough County Public Schools:**

  
\_\_\_\_\_  
HCPS, CTE Director 8-4-17  
DATE

**Postsecondary Institution:**

  
\_\_\_\_\_  
HCC Program Manager, Office Administration 5/4/17  
DATE

  
\_\_\_\_\_  
HCC Technical Programs Director 7/27/17  
DATE

Conditioned upon Hillsborough County Public Schools' compliance with the following provisions:

- Hillsborough County Public Schools agrees to provide to the Office Administration Program Manager copies of the Course Scope & Sequence and copies of all Examinations (upon request) for each of the Articulated Courses prior to each academic school year:
  - 8207310, Digital Information Technology
  - 8212110, Administrative Office Technology 1
  - 8212410, Administrative Office Technology 2
  - 8212420, Administrative Office Technology 3
  
- Hillsborough County Public Schools agrees to meet the teaching objectives for each of the credited courses that Hillsborough Community College does:
  - To be determined
  
- Hillsborough County Public Schools agrees to use the following textbooks for the Articulated Courses and not to change textbooks without the prior written permission of the Office Administration Program Manager:
  - Working, 4<sup>th</sup> ed., Cengage Learning, 9780538444026