Internal Articulated Credit Agreement
Technical Programs
Statewide Career Certificate to AAS/AS/PSAV

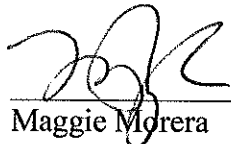| Basis for Articulation	Receiving Academic Program	Total Credits
Statewide Articulation Agreement	AS Office Administration	6

In a continuing effort to serve the post-secondary transitional needs of students in technical and career programs, Hillsborough Community College agrees to extend college credit for the following Statewide Articulation Agreement: PC Support Services. The certification noted herein reflect specific levels of skill attainment as identified through a set of technical competencies and as validated by rigorous industry examinations. The academic integrity of the associated competencies has been evaluated by HCC faculty and are determined to be in alignment with those of the receiving degree program. The articulated credits will be applied towards the Associate of Science, Office Administration degree as delineated below:

Statewide Career Certificate	Hillsborough Community College Courses	Credit Hours
PC Support Services	OST 2501: Office Administration OST 2854C: Office Applications for Business	3 credits 3 credits

*To be eligible for articulation, the student must show evidence of the certification and it must have been issued within three (3) years prior to enrollment in the HCC program. This agreement is effective as of <u>February 1, 2019</u> and will be reviewed again on <u>June 30, 2024</u>
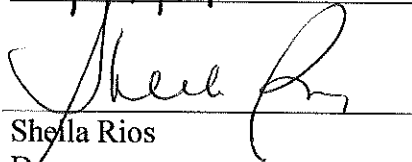
*An original form of documentation must be presented to an HCC representative before articulated credit can be requested. However, a copy of the certification can be used for internal processing of the articulated credit form.

HILLSBOROUGH COMMUNITY COLLEGE

Maggie Morera
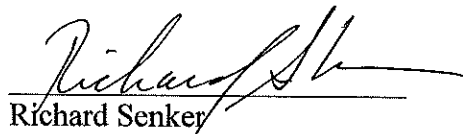Department Chair, Office Administration

Date: 3/27/19

Sheila Rios
Dean

Date: 4/1/19

Brian Mann
Director, Associate in Science Programs

Date: 4-3-19

Richard Senker
Interim Vice President, Academic Affairs

Date: 4/9/19

Florida Department of Education

Postsecondary Adult Vocational (PSAV) to AAS/AS Degree Articulation

Statewide Agreement Worksheet Summary

PSAV Program Name: PC Support Services
PSAV CIP Number: 0507.030502
PSAV Program Number: B070400
AAS/AS Degree Name: Office Administration
AAS/AS CIP Number: 0507.060300/1507.060300

Admission Requirements: Students entering the Associate in Applied Science and or the Associate in Science Program in **Office Administration** must have a standard high school diploma or its equivalent, or a CPT Eligible Certificate of Completion. Students must meet the requirements of State Board Rule 6A-10.0315(3), FAC (College preparatory testing, placement, and instruction). Students earning scores less than those listed shall enroll in college preparatory communication and computation instruction.

Other admission requirements: None

Validation Mechanisms: Present an original certificate of completion in PC Support Services and/or an official transcript of the articulated PSAV program. Complete one office systems technology program specific course not included as part of the courses being awarded credit with a grade of 'C' or better at the community college awarding the credit. Student must enroll within three (3) years of completion of the PSAV program at the community college awarding the credit.

School district technical center and community college faculty committee met and agreed to propose that the **900** clock hour program in **PC Support Services** shall articulate **six (6)** college credit hours to the AAS/AS Degree in **Office Administration. Additional credit** for the following course work with evidence for each additional course in the PSAV program which are offered in the articulated program at the community college awarding the credit: 1 credit PowerPoint; 1 credit Windows Operating System; and 1 credit workplace readiness/professional development. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

Community College: AAS/AS in <u>Office Administration</u>.

General Education .... __15__ credit hours

Program Core/Electives .... __48__ credit hours

Total AAS/AS Degree Program ....__63__ credit hours

Will award course credits or a block of credit toward AAS/AS program for <u>6 (six)</u> hours of credit. Additional credit for the following coursework with evidence for each additional course included in the PSAV program:
      1 credit PowerPoint
      1 credit Windows Operating System
      1 credit workplace readiness/professional development