

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

Accounting Applications (8302100) (HCPS)
And
Associate in Science in
Office Administration (AS.OA.OMTS) (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 the Hillsborough County Public School's Career and Technical Education program in Accounting Applications as delineated below:

Secondary LEA: School District of Hillsborough County, Florida		Postsecondary Institution: Hillsborough Community College		
CTE Courses	Secondary Codes	Postsecondary Course Code	HCC Courses	Credit Awarded
Digital Information Technology	8207310	OST2854C	Office Application for Business	3
Accounting Applications 1	8203310	APA1111	Basic Accounting	3
Accounting Applications 2	8203320	SLS1261	Personal Skills	3
Accounting Applications 3	8203330			
Total Credits	4		Total credits	9

This agreement makes it possible to award 9 articulated credits to a student who has completed the stated Hillsborough County Public School's Career and Technical Education Program of Study if the student meets the following criteria:

- Enroll in the Office Administration program seeking a degree in same;
- Request articulation within three years of high school graduation date;
- Furnish official copy of high school transcript indicating Accounting Applications program completion;
- Satisfactorily complete the program with a B or better in the program courses;
- Must matriculate 15 credits of coursework at Hillsborough Community College on either a full or part-time basis to have these articulated credits noted on student's official college transcript.

AND

Hillsborough County Public Schools has complied with the following provisions:

- Hillsborough County Public Schools agrees to provide to the Office Administration Department Chair copies of the course scope & sequences and FLDOE curriculum frameworks for each of the articulated courses prior to each academic school year:
 - 8207310, Digital Information Technology
 - 8203310, Accounting Applications 1
 - 8203320, Accounting Applications 2
 - 8203330, Accounting Applications 3
- Hillsborough County Public Schools agrees to meet the teaching objectives for each of the credited courses that Hillsborough Community College offers:
 - OST2854C, Office Application for Business
 - APA1111, Basic Accounting
 - SLS1261, Personal Skills for Business

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

- Hillsborough County Public Schools agrees to use the following textbooks/online resources for the articulated courses and not to change textbooks/resources without the prior permission of the Office Administration Department Chair:

www.typing.com

GCF: Basic Troubleshooting, Understanding OS, Understanding the Cloud, Ports & Peripherals, Maintenance

BIT: Microsoft Fundamentals

LearnKey Instructional Software

AME, Introduction to Accounting

QuickBooks software

The articulating agency will annually review the contents of the curriculum and 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 9 credit(s) toward the Hillsborough Community College Degree is effective upon both institutions' signatures, and will be reviewed five years from the latter date. This agreement may be terminated by either party upon 60 days written notice.

Signatures below indicate endorsement and attestation of this agreement.

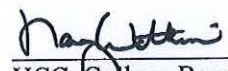
Hillsborough Community College

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

I hereby endorse the above articulation agreement:




Dr. Ken Atwater, College President 7/25/23 DATE



HCC, College Board of Trustees Chair 7/25/23 DATE



Van Ayres, Interim Superintendent 9/7/23 DATE



School Board Chair 9/7/23 DATE