

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

Accounting Applications Program (SDHC)
And
*Associate in Science in
Office Administration Technology 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 Technology* to graduates of Hillsborough County Public Schools' Career and Technical Education *Accounting Applications Program CIP# 0552030220* 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 Apps for Business	3
Accounting Applications 1	8203310	APA1111	Basic Accounting	3
Accounting Applications 2	8203320	SLS1261	Personal Skills for Business	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 Schools' Career and Technical Education Program of Study if the student meets the following criteria:

- Enroll in the *Office Administration Technology* Program seeking the Office Administration Technology (AS.OA.OSTS) Degree;
- 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 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 Technology 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
8203310, Accounting Applications 1
8203320, Accounting Applications 2

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

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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 Apps for Business
- APA1111, Basic Accounting
- SLS1261, Personal Skills for Business

- 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 Technology Program Manager:

Glenco Accounting: First Year Course Student Edition, 1st ed., McGraw-Hill,
9780078688294

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 9 credit(s) toward the *Hillsborough Community College Office Administration Technology 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.

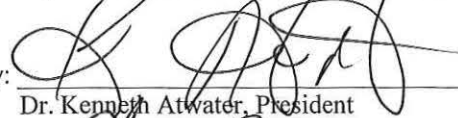
Hillsborough Community College

I hereby endorse the above articulation agreement:

By: 
Dipa Shah, Esq.
Chair, Board of Trustees

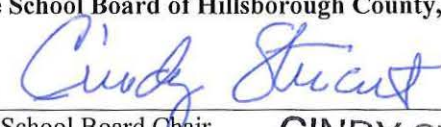
Date: 8/23/17

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 *rc*

By: 
Jeff Eakins, Superintendent

Date: 8/15/17 ~~OCT 03 2017~~ 10/17/17 *rc*

APPROVED AS TO FORM AND LEGALITY


**COLLEGE ATTORNEY
HILLSBOROUGH COMMUNITY COLLEGE**

**ARTICULATION AGREEMENT
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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

Accounting Applications (8302100)

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	DST 2874	Office Apps for Business	3
Accounting Applications 1	8203310	APA111	Basic Accounting	3
Accounting Applications 2	8203320	SLR261	Personal Skills for Bus.	3
Accounting Applications 3	8203330			
Total Credits	4		Total credits	

**Previous course entitled Computing for College and Careers, course code: 8209020.

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:




HCCPS, 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
 - 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 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:
 - Glenco Accounting: First Year Course Student Edition, 9780078688294, McGraw-Hill, 1st Ed.