

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

**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

Business Management & Analysis (8301100)

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	OST2851C	Office Apps for Business	3
Business & Entrepreneurial Principles	8215120	PST 2501	Office Administration	3
Accounting Applications I	8203310	APAT111	Basic Accounting	3
Legal Aspects of Business	8215130			
Total Credits	4		Total credits	

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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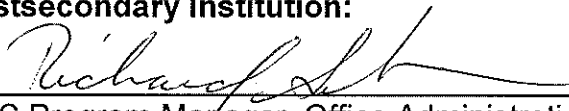
We hereby agree that the competencies in the above stated secondary program have been reviewed and determined to be equivalent to the competencies contained within **Hillsborough Community College's** course(s) listed in this document. Furthermore, the signature of the college faculty representative 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

DATE

Postsecondary Institution:



HCC Program Manager, Office Administration

5/4/17

DATE

HCC Technical Programs Director

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
 - 8215120, Business & Entrepreneurial Principles
 - 8203310, Accounting Applications 1
 - 8215130, Legal Aspects of Business

- 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.
 - Understanding Business & Personal Law, 2900078618788, McGraw-Hill, 1st ed.
 - Business Principles and Management, 11th ed., Cengage, 9780538435901
 - Intro to Business, 6th ed., Cengage, 9780538440639