



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	18

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 Career Certificates: Administrative Assistant/Legal Administrative Assistant/Medical Administrative Assistant. 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
Admin Asst/ Legal Asst/ Med Admin Spec	APA 1111: Basic Accounting	3 credits
	OST 2501: Office Administration	3 credits
	OST 1335: Business Communications	3 credits
	OST 1100: Beginning PC Typing	3 credits
	OST 1941: OST Internship	3 credits
	CGS 1510: Spreadsheet Applications I	1 credit
	CGS 1520: Electronic Presentations I	1 credit
	CGS 1540: Database Management I	1 credit

*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 February 1, 2019 and will be reviewed again on June 30, 2024

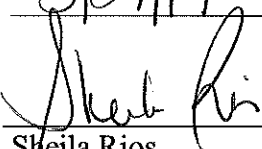
*An original form of documentation must be presented to an HCC representative before articulated credit can be requested. However, a copy of the certification can be used for internal processing of the articulated credit form.

HILLSBOROUGH COMMUNITY COLLEGE



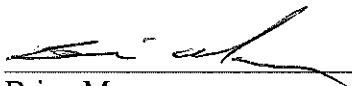
Maggie Morera
Department Chair, Office Administration

Date: 3/27/19



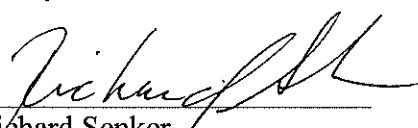
Sheila Rios
Dean

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 Names: **Administrative Assistant/Legal Administrative Specialist/Medical Administrative Specialist**

PSAV CIP Number: 0507.040103/0507.060403/0507.060503

PSAV Program Number: B070330/ B072000/B070300

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).

Other Admission Requirements:

- (1) Must be accepted by a community college within five (5) years of completing the Administrative Assistant program including Legal Administrative Specialist or Medical Administrative Specialist.
- (2) Declare major at community college in articulated program.

Validation Mechanisms: Industry Certifications – MOS Certification (3 credits), ICD9 or CPT Certification (3 credits from Medical Administration), CPS Certification (3 credits from Administrative Assistant). Development of a portfolio (18 credits).

School district technical center and community college faculty committee met and agreed to propose that the **1050** clock hour programs in **Administrative Assistant, Legal Administrative Specialist, or Medical Administrative Specialist** shall articulate **eighteen (18)** college credit hours in program core and up to 3 additional credits in program electives as a result of industry certifications as locally determined by the Community College to the AAS/AS degree in **Office Administration**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

Community College: AAS/AS in Office Administration

General Education..... 15 – 18 credit hours

Program Core/Program Electives..... 45 – 48 credit hours (18 - 21 credits from PSAV)

Total AAS/AS Degree Program 63 credit hours

Will award course credits or a block of credit toward the AAS/AS program.

Portfolio may include:

- Copy of transcript
- Resume
- Sample timing (3' or 5') with speed & accuracy
- Sample documents demonstrating
 - One example for each software application
 - One on-page report (i.e., on ethics)
 - One formatted letter
 - One memorandum