Tech Express Articulation Agreement
Between
VALENCIA COLLEGE

A.S. degree in Administrative Office Management
and

THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA O/B/O
ORANGE TECHNICAL COLLEGE

Accounting Operations
Administrative Office Specialist

In a continuing effort to provide career ladder opportunities for students in career and technical education programs, Valencia College agrees to extend full college credit at no cost to eligible students who have completed one of the following articulated programs at Orange Technical College and met all of the requirements.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM
(Based on Statewide Agreement–Portfolio/Certification/Electronic Assessment)

Accounting Operations
(900 Hours)

Administrative Office Management A.S. Degree (6 cr)
OST 2854 Microsoft Office (Applications Package) (3 cr)
APA 1111 Basic Accounting – elective (3 credits)

ORANGE TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM
(Based on Statewide Agreement – Industry Certification/Portfolio Assessment)

Administrative Office Specialist
(1050 Hours)

Administrative Office Management A.S. Degree (18 cr)
OST 1100 Keyboarding & Document Processing I (3 cr)
OST 1110 Keyboarding & Document Processing II (3 cr)
OST 1335 Business Communications (3 cr)
OST 1355 Records Management/Legal Implications (3 cr)
OST 2813 Desktop Publishing (3 cr)
OST 2854 Microsoft Office (Applications Package) (3 cr)

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive six to eighteen (6 - 18) semester hours of college credit towards the Administrative Office Management A.S. degree program at Valencia College which is in accordance with commonly accepted good practice in higher education.

ASSESSMENT AND COURSE EQUVALENCY

Valencia and Orange Technical College faculty and staff with responsibility for supervision and coordination of the articulated programs have reviewed and assessed the program curriculum for alignment of learning outcomes and determined that the learning outcomes, performance standards, and assessment procedures meet the college standards for college credit course work.

The following materials were reviewed to align the program learning outcomes and determine the equivalency of the content and course work to be articulated*: (curriculum frameworks, samples of instructional materials, syllabi with learning outcomes, various assignments and assessments, and textbooks).*

VALIDATION MECHANISM

The validation mechanism for awarding college credit is based on the following student assessments that are identified for each articulated program: *(portfolio review, special projects, performance-based, industry certifications/licensure, written assessments skills inventory assessments or a combination).*

TRANSFERRING PROCESS

To receive college credit for the articulated programs completed at Orange Technical College, transferring students must meet the following requirements:

1. Meet with the Tech Express advisor as part of the Exit process for graduation from Orange Technical College to review and prepare documentation for transition to Valencia College.

2. Apply for admission to Valencia College and meet the College entrance requirements (Tech Express advisors can assist students with this process).

3. Submit a completed Valencia College application for admission, satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, and declare a major in the articulated program.

4. Be accepted into Valencia within three years of completing the Orange Technical College program*. (If it's been longer than 3 years, an exception will be considered if the student can demonstrate they have current industry knowledge (i.e. through an employer letter, etc.).*

5. Complete orientation and comply with the appropriate placement, course prerequisites and requirements of the college.

6. Following enrollment at the college, student must meet with Valencia's Career Program Advisor to review and verify all of the required documentation that has been submitted, and determine eligibility. *(Students must submit their official transcripts verifying completion of the articulated program, as well as all of the documentation that is required for evaluation of their assessment(s) identified below before the college credit can be awarded).*

TRANSFERRING PROCESS (Cont.)

    Required Student Assessments:

- **Accounting Operations** - Students may receive credit for <u>OST 2854</u> – based on the submission of a *current* and *valid* copy of one of the following approved industry certifications: Microsoft Office Specialist (MOS) or Microsoft Office Master (MOM).

* Students may receive credit for <u>APA 1111</u> - based on successfully completing the Valencia electronic assessment with a minimum of 70%. The assessment will either be taken at Valencia College and graded by the Valencia Accounting faculty or it will be proctored by the Tech Express Advisor at the Orange Technical College campus. It will include the following: (multiple spreadsheets with various transactions, adjusting entries, financial statements and payroll).

- **Administrative Office Specialist** – Students must present an acceptable portfolio of work (digital format – one PDF file) to be assessed and evaluated by the Administrative Office Management Program Chair.

The portfolio should include the following items: *(See Addendum A – for more specific Portfolio Requirements).*

Evidence of Program Completion from Orange Technical College; Resume; proof of 3 or 5 min. timing; Copy of final filing test; One sample document using each software application: (Word, Excel, Access, PowerPoint, and Publisher) **OR** MOS certification; One-page report in APA or MLA format; Formatted business letter in block style; One original Memorandum and one Brochure (Publisher).

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AND

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Students are also requested to submit a *current* and *valid* copy of an approved and acceptable industry certification such as the Microsoft Office Specialist (MOS) certification or Certified Administrative Professional (CAP) from the International Association of Administrative Professionals (IAAP).

7. After reviewing the required documentation and evaluating the approved assessments(s), the Valencia Career Program Advisor or Program Chair for the articulated program will determine eligibility, and notify the Registrar's Office of acceptable credit to be awarded. *(Credit will be awarded after the drop/add date, and the evaluation process has been completed).*

TERMS OF AGREEMENT

This agreement will be reviewed on an ongoing basis to ensure that it remains current and up-to-date. The Valencia Tech Express Advisors will work collaboratively with the Orange Technical College and Valencia College faculty and staff to stay informed of any curriculum/program changes that may impact this agreement and require it to be modified or terminated. If it is determined that an agreement needs to be modified or terminated due to program changes, both institutions will be notified accordingly.

ADDENDUM A

___	**PORTFOLIO REQUIREMENTS** **for** **Administrative Office Specialist Tech Express Articulation** **with** **Administrative Office Management A. S. Degree**
Cover	Three-ring binder with clear cover Digital format preferred —one PDF file
Interior	Tabs of your choice—suggest Office Depot—typed tabs Clear Sheet folders
Cover Contents	Title Page (Clear Cover) formatted appropriately
	Spine (Clear Cover) formatted appropriately
Interior Contents	1. Table of Contents
	2. Resume—Education highlighted at the beginning

	3. Copies of Certificates/Industry Certifications:
	    - Certificate of Completion from OTC Program (or evidence of)
	    - Microsoft Office Specialist Certification
	    - Certified Administrative Professional (CAP) Certificate issued by
	      International Association of Administrative Professionals (IAAP)

	4. Proof of a three (3) or a five (5) minute Timed Writing (One (1) error per minute). Minimum speed of 40 words per minute.
	5. Sample documents demonstrating one of each: Word
	Excel
	Access

	PowerPoint
	    Publisher (submit a brochure)
	  OR
	    MOS Certification Certificate

	6. One-page report (i.e. on ethics) in APA or MLA format.
	7. One formatted business letter in block style.
	8. One original memorandum (no template).
	9. Copy of Final Filing Test with grade of 70% or better.