

AWARD OF CREDIT
by
VALENCIA COMMUNITY COLLEGE
for the
Accredited Legal Secretary ALS Certification
and
Accounting Technology

To provide career opportunities for students in career and technical education programs, Valencia Community College agrees to award at no cost (other than the application for admission fee) full college credit to the eligible students who have earned the Accredited Legal Secretary ALS Certification.

PLEASE AWARD 3 CREDITS FOR THE COURSE LISTED BELOW:

Accredited Legal Secretary ALS Certification (TAFLP001)	Accounting Technology - <i>A.S. Degree</i> (3 credits)
	ACG 2021 Principles of Financial Accounting (3)

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive three (3) semester hours of college credit for the Accredited Legal Secretary ALS Certification towards the Accounting Technology A.S. degree program at Valencia Community College which is in accordance with commonly accepted good practice in higher education.

EDUCATIONAL PROGRAM

Valencia's faculty and staff who have responsibility for the supervision and coordination of the Accounting Technology program have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures of the certification meet the college standards for college credit course work and that the learning outcomes are consistent with the course work in the A.S. Degree program being articulated.

AWARD OF CREDIT PROCESS

The transferring student requesting credit must furnish a copy of the Accredited Legal Secretary ALS award certificate. To have the courses reported on the official Valencia Community College transcript, students must:

1. Meet regular College entrance requirements.
2. Complete the College Application and pay the College Admission Fee.

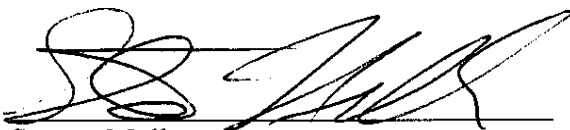
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3. Be accepted into Valencia within three years of earning the Accredited Legal Secretary (ALS) Certification.
4. Declare a major in the Accounting Technology A.S. degree program.
5. Comply with the appropriate placement, course prerequisites and requirements of the college.
6. Successfully complete course work with a "C" or better at Valencia while currently enrolled on either a part-time or full-time basis for one academic term to have the credit awarded on the official college transcript.
7. The Dean of Business, Behavioral and Social Sciences and the Program Director for Accounting Technology, on the West campus at Valencia, will evaluate the student's record (certification), determine the eligibility and notify the Registrar's Office of acceptable credit to be transferred and awarded.

TERMS OF AGREEMENT

This agreement applies to students who have earned the Accredited Legal Secretary (ALS) Certification. The agreement will be reviewed as needed and it shall remain in effect until either party identifies a need for revision.

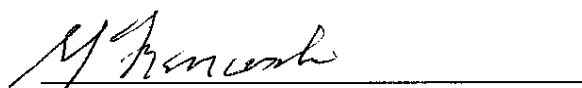
APPROVED: VALENCIA COMMUNITY COLLEGE



Steven Muller
Program Director

6/15/10

Date



Mildred Franceschi
Dean, Business, Behavioral and Social Sciences

6/13/10

Date