

**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 (other than the application for admission fee) to eligible students who have completed one of the following specified programs at Orange County Public Schools (OCPS) Technical College – Orlando, Avalon and Winter Park campuses.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

ORANGE TECHNICAL COLLEGE
(Orlando Campus)

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
(Orlando, Winter Park Campuses)

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.

EDUCATIONAL PROGRAM

Valencia and Orange Technical College faculty and staff with responsibility for supervision and coordination of the Accounting Operations and Administrative Office programs have assessed the

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EDUCATIONAL PROGRAM (Cont.)

adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures meet the college standards for college credit course work and that the learning outcomes are:

1. consistent with the course work in AS degree being articulated.
2. based on the statewide PSAV to AS Degree Statewide agreement, an alternative form of student assessment or is taught by faculty who have a minimum of an BS/BA degree in the required area or meet other described criteria.

TRANSFERRING PROCESS

To have the courses reported on the official Valencia College transcript, transferring students must do the following:

1. Apply for admission to Valencia College and meet the College entrance requirements.
2. 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.
3. Be accepted into Valencia within three years of completing the Orange Technical College program. *(Note: 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.)*
4. Complete orientation and comply with the appropriate placement, course prerequisites and requirements of the college.
5. Meet with Valencia's Career Program Advisor to verify completion of the articulated program and initiate the award of credit process following enrollment at the College. *Note: Student must provide the required documentation needed for evaluation of the approved assessments listed below before the credit can be awarded.*

TRANSFERRING PROCESS (Cont.)

Approved assessments:

- **Accounting Operations** - Students may receive credit for OST 2854 – 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 APA 1111 - 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).

AND

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).

6. After verifying 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. *(Note: Credit will be awarded after the drop/add date, and the evaluation process has been completed).*

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TERMS OF AGREEMENT

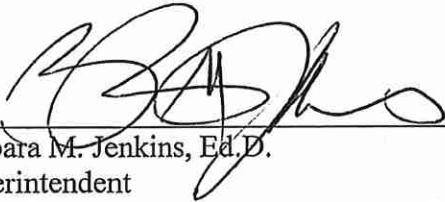
This agreement shall be reviewed and evaluated biannually. It shall remain in effect from June 2019 until either party identifies a need for revision or terminates this agreement with thirty days written notice.

APPROVED:

APPROVED:

The School Board of Orange County, Florida o/b/o
Orange County Public Schools Technical College

Valencia College



Barbara M. Jenkins, Ed.D.
Superintendent
The School Board of Orange County, Florida




Sanford C. Shugart
President
Valencia College

5/13/19

Date

4-5-19

Date

Approved as to form and legality by the Office
of Legal Services to the Orange County School
Board on: 5-8-19 Signature: 
Print Name: Vivian Corotas

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.	