

**Articulation Agreement  
Between  
VALENCIA COLLEGE**

**A.S. degree in Hospitality and Tourism Management  
and**

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

**Lodging Operations (Hotel & Resort Business Management)**

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 the following specified program at Orange Technical College - Mid Florida Campus.

**COURSE EQUIVALENCY IN SPECIALIZED COURSES**

**ORANGE TECHNICAL COLLEGE**  
(Mid-Florida Campus)

**VALENCIA COLLEGE PROGRAM**  
*(Based on Statewide Agreement – Skills Inventory)*

**Lodging Operations (600 Hours)**  
**(Hotel & Resort Business Management)**

**Hospitality & Tourism Management A.S. Degree**  
**(9 credits)**

HFT 1000 Intro. to Hospitality & Tourism Industry (3 cr.)

HFT 2254 Lodging Operations (3 credits)

HFT 2223 Human Relations & Supervisory Development (3 credits)

**MAXIMUM AWARD OF CREDIT**

This agreement makes it possible for a student to receive nine (9) semester hours of college credit towards the Hospitality and Tourism Management 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 Lodging Operations and Hospitality and Tourism Management programs have assessed the 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:

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**EDUCATIONAL PROGRAM (Cont.)**

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.*

**Approved assessments:**

- All of the competencies in attached Skills Inventory Assessment must be validated by the Hospitality Program Chair.
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:**

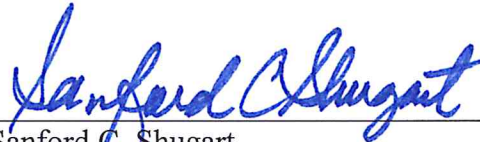
The School Board of Orange County, Florida o/b/o  
Orange County Public Schools Technical College



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

**APPROVED:**

Valencia College



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: V. Cocotas  
Print Name: Vivian Cocotas

**Skills Inventory Assessment for  
Statewide Articulation of  
Lodging Operations and Hospitality and Tourism Management**

<b>COMPETENCIES – GUEST SERVICES AGENT</b>	<b>COMPETENCY MET</b>
Identify careers in the hospitality and tourism industry.	
Demonstrate knowledge of the hospitality and tourism industry.	
Demonstrate employability skills for hospitality and tourism occupations.	
Demonstrate human relations skills for success in hospitality occupations.	
Demonstrate proficiency in applying communication and technology skills in the hospitality and tourism industry.	
Explain economic principles related to the hospitality and tourism industry.	
Identify marketing and business fundamentals in the hospitality industry.	
Identify sales techniques and procedures appropriate for use in the hospitality and tourism industry.	
Perform mathematical operations related to hospitality occupations.	

<b>COMPETENCIES – FRONT DESK AGENT</b>	<b>COMPETENCY MET</b>
Describe the organizational structure of lodging organizations.	
Identify the roles of management and administrative personnel.	
Identify housekeeping operations and management functions.	
Identify sales/marketing and reservations functions.	
Identify food and beverage functions.	
Identify human resources functions.	
Identify controller/finance functions.	
Identify safety/security functions.	
Identify engineering/Maintenance functions.	
Identify front desk functions.	
Examine the guest cycle process.	
Practice responding to guest needs, requests, and concerns.	
Operate front desk computer/office technology.	
Perform designated job skills.	
Demonstrate work ethics.	

<b>COMPETENCIES – FRONT DESK SUPERVISOR</b>	<b>COMPETENCY MET</b>
Define and apply various management styles and leadership techniques.	
Define and evaluate role of effective team building.	
Demonstrate knowledge of laws, legislation, and regulations that affect the lodging industry.	
Describe and demonstrate personnel supervision techniques.	
Manage guest services.	
Maintain accounting and information system.	
Demonstrate an understanding of entrepreneurship.	
Demonstrate use of information technology within lodging property.	

**The above competencies have been validated by both organizations.**

\_\_\_\_\_  
Technical College Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Valencia College Program Chair Signature

\_\_\_\_\_  
Date