

**Tech Express 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**

**Fundamental Foodservice Skills  
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 to eligible students who have completed the following articulated program 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 – 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)

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**ORANGE TECHNICAL COLLEGE**

**VALENCIA COLLEGE PROGRAM**

*(Based on ServSafe Certification and ProStart Certificate of Achievement)*

**Fundamental Foodservice Skills  
(600 Hours)**

**Hospitality and Tourism Management A.S. Degree  
(6 credits)**

\* FOS 2201 Food Service Sanitation Management (3 cr)

\*\*FSS 1206C Quantity Food Production for Hospitality and  
Restaurant Managers (3 credits)

**MAXIMUM AWARD OF CREDIT**

This agreement makes it possible for a student to receive six to nine (6 -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.

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**ASSESSMENT AND COURSE EQUIVALENCY**

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

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**TRANSFERRING PROCESS (Cont.)**

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).*

**Required Student Assessments:**

**Lodging Operations**

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

**Fundamental Foodservice Skills**

\* FOS 2201- The student must present a *current* and *valid* copy of the ServSafe Food Protection Manager Certification from the National Restaurant Association

\*\* The high school/technical college dual enrollment student must present a *current* and *valid* copy of the National ProStart Certificate of Achievement or present a portfolio of work to be approved by the Hospitality program chair.

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.

**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.**

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Technical College Instructor Signature

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Date

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Valencia College Program Chair Signature

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Date