

**Articulation Agreement
Between**

VALENCIA COLLEGE

**A.S. degree in Administrative Office Management
and**

**SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
OSCEOLA TECHNICAL COLLEGE**

Legal Administrative 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 the following articulated program at Osceola Technical College and met all of the requirements.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

OSCEOLA TECHNICAL COLLEGE

VALENCIA COLLEGE PROGRAM

Legal Administrative Specialist
(1050 Hours)

Administrative Office Management A.S. Degree (15 cr)
(Based on Statewide Agreement – Industry Certification & Portfolio Assessment)

OST 1100C Keyboarding & Document Processing I (3 cr)
OST 1110C Keyboarding & Document Processing II (3 cr)
OST 1355C Records Management/Legal Implications (3 cr)
OST 1335C Business Communications (3 credits)
OST 2854 Microsoft Office (3 credits)

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive fifteen (15) 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 EQUIVALENCY

Valencia and Osceola 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).*

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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 Osceola Technical College, transferring students must meet the following requirements:

1. Work with the Tech Express Advisor to review and prepare the documentation needed to ensure a seamless transition to Valencia College.
2. Apply for admission to Valencia College and meet the College entrance requirements (Tech Express advisor 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 Osceola 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.
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:

- **Legal Administrative Specialist** – Students must present an acceptable portfolio of work to be assessed and evaluated by the Administrative Office Management Program Chair. The portfolio should include the following: samples of legal documents and business communications related to the legal field such as letters, reports and forms, as well as spreadsheets and presentations in proper format; **AND**

- * Students must submit a valid copy of an approved and acceptable industry certification such as the Microsoft Office Specialist (MOS) certification.

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TRANSFERRING PROCESS (Cont.)

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 Advisor will work collaboratively with the Osceola 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.