

**Tech Express Articulation Agreement  
Between  
VALENCIA COLLEGE**

**A.S. degree in Administrative Office Management  
and  
SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA  
OSCEOLA TECHNICAL COLLEGE**

**Accounting Operations**

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 Accounting Operations program at Osceola Technical College, and met all of the requirements.

**COURSE EQUIVALENCY IN SPECIALIZED COURSES**

<b>OSCEOLA TECHNICAL COLLEGE</b>	<b>VALENCIA COLLEGE PROGRAM</b> <i>(Based on Statewide Agreement–Portfolio/Certification/Electronic Assessment)</i>
<b>Accounting Operations</b> (900 Hours)	<b>Administrative Office Management A.S. Degree (6 cr)</b> OST 2854 Microsoft Office (Applications Package) (3 cr) APA 1111 Basic Accounting – elective (3 credits)

**MAXIMUM AWARD OF CREDIT**

This agreement makes it possible for a student to receive up to six (6) 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)*.

**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)*.

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**TRANSFERRING PROCESS**

To receive college credit for the articulated programs completed at Osceola Technical College, transferring students must meet the following requirements:

1. Meet with the Tech Express Coach as part of the Exit process for graduation from Osceola 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 Coach 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. *(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 the Valencia Student Success Coach 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:**

- **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 Osceola Technical College campus. It will include the following: (multiple spreadsheets with various transactions, adjusting entries, financial statements and payroll).

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**TRANSFERRING PROCESS (Cont.)**

7. After verifying the required documentation and evaluating the approved assessments(s), the Valencia Student Success Coach 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 Coach 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.