

**Postsecondary Adult Vocational (PSAV) to AAS/AS Degree Articulation
Statewide Agreement Worksheet Summary**

PSAV Program Name: Accounting
Operations
PSAV CIP Number: 0507.010102
PSAV Program Number: B070110

AAS/AS Degree Name: Office
Administration
AAS/AS CIP Number:
0507.060300/1507.060300

Admission Requirements: Students entering the Associate in Applied Science and or the Associate in Science Program in **Office Administration** must have a standard high school diploma or its equivalent, or a CPT Eligible Certificate of Completion. Students must meet the requirements of State Board Rule 6A-10.0315(3), FAC (College preparatory testing, placement, and instruction. --). Students earning scores less than those listed shall enroll in college preparatory communication and computation instruction.

Other admission requirements: None

Validation Mechanisms: Present an original certificate of completion in Accounting Operations and/or an official transcript of the articulated PSAV program. Complete one office systems technology program specific course not included as part of the courses being awarded credit with a grade of 'C' or better at the community college awarding the credit. Student must enroll within three (3) years of completion of the PSAV program at the community college awarding the credit.

School district technical center and community college faculty committee met and agreed to propose that the **900** clock hour program in **Accounting Operations** shall articulate **six (6)** college credit hours to the AAS/AS Degree in **Office Administration**. **Additional credit** for the following course work with evidence for each additional course in the PSAV program which are offered in the articulated program at the community college awarding the credit: 1 credit PowerPoint; 1 credit Windows Operating System; 1 credit workplace readiness/professional development; and 3 credits accounting applications in "Basic Accounting" similar to APA (prefix) course. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

Community College: AAS/AS in Office Administration.

General Education 15 credit hours

Program Core/Electives 48 credit hours

Total AAS/AS Degree Program 63 credit hours

Will award course credits or a block of credit toward AAS/AS program for 6 hours of credit. Additional credit for the following coursework with evidence for each additional course included in the PSAV program:

- 1 credit PowerPoint
- 1 credit Windows Operating System
- 1 credit workplace readiness/professional development
- 3 credits basic accounting similar to APA (prefix) course