

Florida Department of Education

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

PSAV Program Names: Administrative Assistant/Legal Administrative Specialist/Medical Administrative Specialist

PSAV CIP Number: 0507.040103/0507.060403/0507.060503

PSAV Program Number: B070330/ B07200/B070300

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. --).

Other Admission Requirements:

- (1) Must be accepted by a community college within five (5) years of completing the Administrative Assistant program including Legal Administrative Specialist or Medical Administrative Specialist.
- (2) Declare major at community college in articulated program.

Validation Mechanisms: Industry Certifications – MOS Certification (3 credits), ICD9 or CPT Certification (3 credits from Medical Administration), CPS Certification (3 credits from Administrative Assistant). Development of a portfolio (18 credits).

School district technical center and community college faculty committee met and agreed to propose that the 1050 clock hour programs in Administrative Assistant, Legal Administrative Specialist, or Medical Administrative Specialist shall articulate 18 college credit hours in program core and up to 3 additional credits in program electives as a result of industry certifications as locally determined by the Community College to the AAS/AS degree in Office Administration. 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 – 18 credit hours

Program Core/Program Electives..... 45 – 48 credit hours (18 - 21 credits from PSAV)

Total AAS/AS Degree Program 63 credit hours

Will award course credits or a block of credit toward the AAS/AS program.

Portfolio may include:

- Copy of transcript
- Resume
- Sample timing (3' or 5') with speed & accuracy
- Sample documents demonstrating
 - One example for each software application
 - One on-page report (i.e., on ethics)
 - One formatted letter
 - One memorandum