

TERMS OF THE AGREEMENT: 2015-2020

AGREEMENT

Between

THE SCHOOL BOARD OF BROWARD COUNTY, FL (SBBC)

And

BROWARD COLLEGE (BC)

This agreement is entered into between BROWARD COLLEGE and THE SCHOOL BOARD OF BROWARD COUNTY, FL for the purpose of establishing a formal articulation between these two organizations with regard to the **Office Administration (Office Management Specialization) Associate in Science** degree Program.

Having undertaken and completed a comprehensive review and evaluation of each curriculum, instructional method, level of instruction, and available equipment and facilities, BROWARD COLLEGE has concluded that the technical skills or competencies mastered by students completing the 1050 clock hour **Administrative Office Specialist Postsecondary/Adult Vocational Program (B070330)** with a "C" or better are equivalent to those acquired by BROWARD COLLEGE students completing selected courses in the **Office Administration (Office Management Specialization) Associate in Science Degree Program**.

Therefore, as a result of this assessment, subject to the conditions set forth below, students who successfully complete their program with the required level of proficiency and who are accepted for admission shall be entitled to:

SBBC Technical College Program	BC Courses	Credits Granted	Assessment
Administrative Office Specialist (B070330)	CGS 1060C Computer & Internet Literacy	3	Provide Certificate of Completion and transcripts displaying a minimum grade of 'C' in all courses. Must begin classes within two years of the date of graduation.
	OTA0040 Information Technology Assistant	3	
OTA0041 Front Desk Specialist	OST 2335 Communications in the Workforce	3	
	OST 2764C Information/Word Process Applications	3	
OTA0030 Assistant Digital Production Designer	OST 1811C Desktop Publishing	3	
	OST 2501 Office Management	3	
OTA0043 Administrative Office Specialist	QMB 1001 Business Math	3	
	OST 2053 Successful Job Search	1	
	GEB 2430 Business Ethics	1	
Total Credits		23	

STUDENT REQUIREMENTS:

To be eligible for award of credits at BROWARD COLLEGE, students must:

- 1) Successfully complete the technical courses required by their chosen program area with a "C" or better in each course at the Technical College.
- 2) Be admitted into BROWARD COLLEGE.
- 3) Begin classes at BROWARD COLLEGE within two (2) years of the date of graduation from the program unless the program manager waives the time limitation.
- 4) Contact the BC Program Manager (954-201-2043) or the CTE Advisor (954-201-2015) to present official transcript and Certificate of Completion.

THE SCHOOL BOARD OF BROWARD COUNTY shall agree to the following:

- 1) Provide that the program be taught by an instructor with the qualifications necessary to meet college and/or program accreditation standards.
- 2) Notify the college of any major curriculum or program changes.

BROWARD COLLEGE and THE SCHOOL BOARD OF BROWARD COUNTY shall agree to the following:

- 1) Share the implementation and recruitment responsibilities for the program.
- 2) Provide program information at the high schools, Technical Colleges and at each BC location.
- 3) Integrate the program into Career Pathway initiatives.

REVIEW PROCESS:

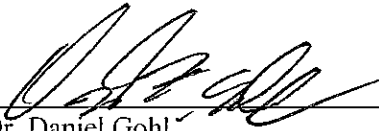
If curricular or programmatic modifications are made, the Articulation Agreement shall be updated, otherwise institutional approval shall be required every five (5) years.

Once initially established and appropriate approvals are secured, the Articulation Agreement shall remain in effect until revised or revoked. A thirty (30) day, written notice must be given by either party to revoke an Articulation Agreement.

OFFICIAL APPROVALS

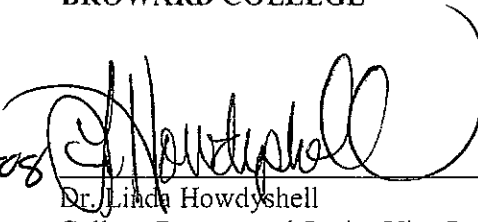
INSTITUTION:
THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

INSTITUTION:
BROWARD COLLEGE



Dr. Daniel Gohl
Chief Academic Officer

2015-06-08
Date



Dr. Linda Howdyshell
College Provost and Senior Vice President
for Academic and Student Success

5/11/2015
Date