

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**

AAS/AS Degree Name: **Office Administration**

AAS/AS CIP Number: 0507.060300/1507.060300

PSAV CIP Number: 0507.040103/0507.060403/0507.060503
PSAV Program Number: B070330/B072000/B070300

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 **eighteen (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