

# ARTICULATION AGREEMENT - Administrative Specialist

## AAS, Business Administration/Management

### Manatee Community College

#### Administrative Specialist

High School Course	Technical Institute Course	Student Assessment	Manatee Community College Course(s)	Credits	Manatee Community College Aligned Program(s)
8209020 Business Systems and Technology		*	CGS 1000 - Computer Information Systems	3	Business Administration/Management
8207310 Introduction to Information Technology					AAS and Technical Certificate
8209020 Computing for Colleges and Careers					
8202110 Administrative Office Technology					
8212120 Business Software Applications I					
			<b>TOTAL</b>	<b>3</b>	

In order to be eligible for the above credits, students must:

- ✓ Meet the admission policy requirements of Manatee Community College and be accepted into the program.
- ✓ Begin class within one year of the date of high school graduation or technical institute program completion.
- ✓ Credits will be placed on student's MCC transcript after student has completed 15 semester hours of MCC credits.

\*Student may be required to take a written and/or skills assessment given by MCC Computer Information Administration faculty.

ARTICULATION AGREEMENT BETWEEN MANATEE COMMUNITY COLLEGE  
and  
MANATEE & SARASOTA COUNTY TECHNICAL INSTITUTES  
and  
THE SCHOOL BOARDS OF MANATEE AND SARASOTA COUNTIES

**Business Administration/Management**

In a continuing effort to provide seamless transition from secondary to post-secondary career ladder programs, and in accordance with the Carl D. Perkins Vocational Technology Amendments of 1990, Manatee Community College agrees to extend at no cost to the eligible students (other than the requisite application fee(s)) full college credit to those who have completed the **Administrative Specialist** programs at the technical institutes and the Manatee and Sarasota County High Schools.

**CONDITIONS OF AGREEMENT:**

1. Student must enroll and be admitted to MCC in the Program of Study leading to the Associate of Applied Science Degree in **Business Administration/Management** within two (2) calendar years from either graduation from high school or completion of the postsecondary adult vocational program.
2. To apply for MCC credit under this Agreement, the student must have official transcripts sent to MCC showing work previously completed at Manatee County or Sarasota County Schools.
3. Course syllabi/frameworks showing student performance outcomes and standards will be on file at MCC, MTI and SCTI.
4. The student makes application for CEL (Credit for Experiential Learning) with the Director of Career and Technical Education for the classes stated above. All CEL fees will be waived.
5. The articulated credit will be placed on the student's transcript upon completion of 15 semester hours of college credit courses.

**REVIEW PROCESS:**

This articulation agreement will be reviewed every two years unless superceded by a statewide articulation agreement.

Once initially established and appropriate approvals are secured, the Articulation Agreement shall remain in effect until revised or revoked. Sixty (60) days written notice must be given by either party to revoke an Articulation Agreement.

BOARD APPROVAL

Manatee Community College

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Date

The School Board of Manatee County

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, School Board

\_\_\_\_\_  
Date

The School Board of Sarasota County

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, School Board

\_\_\_\_\_  
Date

*D. Wagner*  
*10/19*

ROBERT J. SHAPIRO  
Approved as to  
legal form  
and sufficiency

*10/21/06*