



April 16, 2018

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Career Pathway Agreements with Public Schools in the North Florida Region

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### Item Description

This item presents Career Pathway Agreements between the College and public schools located in the north Florida region outside of TCC's service district.

### Overview and Background

In an effort to provide career opportunities for secondary school students in Career Pathway programs, Tallahassee Community College is proposing to continue a partnership with the North Florida Career Pathways Consortium. TCC will provide career pathways in the areas of Emergency Medical Services, Office Administration, Graphic and Web Technology, Engineering Technology, Network Systems Technology, Computer Programming and Web Development, Building Construction, and Health Information Technology.

### Past Actions by the Board

The Board has approved career pathway agreements with public schools in the north Florida region in the past.

### Funding/Financial Implications

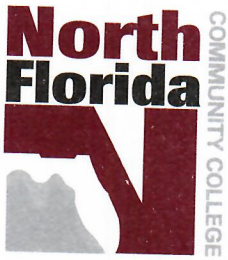
None

### Staff Resource

Feleccia Moore-Davis

### Recommended Action

That the Board approve the Career Pathway Agreements.



Office of the  
President

March 5, 2018

Dr. Jim Murdaugh, President  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

Dear Dr. Murdaugh:

Re: Articulation Agreements with the North Florida Career Pathways Consortium

Our North Florida Career Pathways Consortium Coordinator, Mr. Sam Stalnaker, has requested permission to enter into articulation agreements with Tallahassee Community College in the following areas:

1. Secondary Program: Digital Design articulate to:
  - a. Web Technologies A.S. and/or Web Technologies Certificate
  - b. Graphic and Web Design Technology A.S.
2. Secondary Program: Allied Health Assisting articulate to:
  - a. Health Information Technology A.S.
3. Secondary Program: Drafting will articulate to:
  - a. Drafting and Design Technology A.S.
  - b. Building Construction Management A.S.
4. Secondary Program: Web Development Assisting articulate to:
  - a. Web Technologies A.S. and/or Web Technologies Certificate
  - b. Computer Programming and Web Development A.S. and/ or Computer Programming and Analysis Certificate and/ or Computer Programming Specialist Certificate;
  - c. Graphic and Web Design Technology A.S.
5. Secondary and Post-Secondary Program: Administrative Office Specialist articulate to:  
Office Administration A.S. and/ or Office Management Certificate.

North Florida Community College presently does not offer AS degrees or specific coursework in these areas. Therefore, North Florida Community College would have no objections to the North Florida Career Pathways Consortium entering into articulation agreements with your institution in these areas.

If I can be of any additional assistance in this matter, please feel free to contact me.

Respectfully,

A handwritten signature in blue ink, appearing to read "John Grosskopf", is written over the typed name and title.

John Grosskopf  
President

325 NW Turner Davis Drive  
Madison, Florida 32340  
850.973.1601  
Fax 850.973.1602  
TTY 850.973.1611  
www.nfcc.edu

**Career and Technical Education  
Tallahassee Community College & Hamilton County School Board  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

## **Conditions of Agreement**

1. Hamilton County High School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Hamilton County High School and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Hamilton County High School and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Hamilton County High School or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry and Technology for Tallahassee Community College, District Representative for Hamilton County Schools, the TCC Career Pathways Specialist and others as so designated.

## HAMILTON COUNTY HIGH SCHOOL CAREER PATHWAYS

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<p><u>Allied Health</u></p> <p>-8417100 Health Science Anatomy &amp; Physiology</p> <p>-8417110 Health Science Foundations</p> <p>- 8417120 Health &amp; Wellness 3</p> <p>-8417131 Allied Health Assisting 3</p>	<p>-Completion of the high school Allied Health Assisting Program</p>	<p>Pathway credit hours awarded as:</p> <p>-HSC2531 Medical Terminology (3 credit hours)</p> <p><b>And</b></p> <p>-EMS1059C First Responder Credential (3 credit hours)</p> <p><b>Up to 6 total college credit hours</b></p>	<p>-Health Information Technology, A.S.</p> <p><b>And/Or</b></p> <p>-Health Informatics Specialist Certificate</p> <p><b>And/Or</b></p> <p>-Medical Coding and Billing Specialist Certificate</p> <p><b>And/Or</b></p> <p>-Emergency Medical Services, A.S.</p> <p><b>And/Or</b></p> <p>-Emergency Medical Technician Certificate</p>

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
Digital Design -8207310 Introduction to Information Technology -8209510 Digital Design 1 -8209520 Digital Design 2 -8209530 Digital Design 3 -8209540 Digital Design 4	-Completion of the high school Digital Design program  <b>And</b>  -CIW Master Designer PROSO004  <b>Or</b>  -Adobe Certified Associate Certificate(s)	Pathways credit hours awarded as:  -CIW Master Designer cert. Professional Elective (3 credit hours)  <b>And</b>  -CGS1060 Computer and Internet Literacy Exemption Exam towards electives (3 credit hours)  -PGY2801C Photoshop (3 credit hours)  <b>And</b>  -Up to 3 credit hours applied to program courses depending on Adobe certification presented  <b>Up to 12 total college credit hours</b>	-Graphic and Web Technology, A.S.  <b>And/Or</b>  -Graphic Design Support Certificate

**IN WITNESS WHEREOF**, the School Board of Hamilton County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Hamilton County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Hamilton County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career & Technical Education Coordinator, Hamilton County Schools

**Career and Technical Education  
Tallahassee Community College & Lafayette County School Board  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.



## **Conditions of Agreement**

1. Lafayette County High School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Lafayette County High School and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Lafayette County High School and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Lafayette County High School or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry and Technology programs for Tallahassee Community College, District Representative for Lafayette County Schools, the TCC Career Pathways Specialist and others as so designated.

## LAFAYETTE COUNTY HIGH SCHOOL CAREER PATHWAYS

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Allied Health</u>  -8417100 Health Science Anatomy & Physiology  -8417110 Health Science Foundations  - 8417120 Health & Wellness 3  -8417131 Allied Health Assisting 3	-Completion of the high school Allied Health Assisting Program	Pathway credit hours awarded as:  -HSC2531 Medical Terminology (3 credit hours)  <b>And</b>  -EMS1059C First Responder Credential (3 credit hours)  <b>Up to 6 total college credit hours</b>	-Health Information Technology, A.S.  <b>And/Or</b>  -Health Informatics Specialist Certificate  <b>And/Or</b>  -Medical Coding and Billing Specialist Certificate  <b>And/Or</b>  -Emergency Medical Services, A.S.  <b>And/Or</b>  -Emergency Medical Technician Certificate

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Digital Design</u> -8207310 Introduction to Information Technology -8209510 Digital Design 1 -8209520 Digital Design 2 -8209530 Digital Design 3 -8209540 Digital Design 4 -8209550 Digital Design 5 -8209560 Digital Design 6 -8209570 Digital Design 7	-Completion of the high school Digital Design program  <b>And</b>  -CIW Master Designer PROSO004  <b>Or</b>  -Adobe Certified Associate Certificate(s)	Pathways credit hours awarded as:  -CIW Master Designer cert. Professional Elective (3 credit hours)  <b>And</b>  -CGS1060 Computer and Internet Literacy Exemption Exam towards electives (3 credit hours)  -PGY2801C Photoshop (3 credit hours)  <b>And</b>  -Up to 3 credit hours applied to program courses depending on Adobe certification presented  <b>Up to 12 total college credit hours</b>	-Graphic and Web Technology, A.S.  <b>And/Or</b>  -Graphic Design Support Certificate

**IN WITNESS WHEREOF**, the School Board of Lafayette County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Lafayette County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Lafayette County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career & Technical Education Coordinator, Lafayette County Schools

**Career and Technical Education  
Tallahassee Community College & Madison County School Board  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

## **Conditions of Agreement**

1. Madison County High School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Madison County High School and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Madison County High School and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Madison County High School or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry and Technology for Tallahassee Community College, District Representative for Madison County Schools, the TCC Career Pathways Specialist and others as so designated.

## MADISON COUNTY HIGH SCHOOL CAREER PATHWAYS

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<p><u>Allied Health</u></p> <p>-8417100 Health Science Anatomy &amp; Physiology</p> <p>-8417110 Health Science Foundations</p> <p>- 8417120 Health &amp; Wellness 3</p> <p>-8417131 Allied Health Assisting 3</p>	<p>-Completion of the high school Allied Health Assisting Program</p>	<p>Pathway credit hours awarded as:</p> <p>-HSC2531 Medical Terminology (3 credit hours)</p> <p><b>And</b></p> <p>-EMS1059C First Responder Credential (3 credit hours)</p> <p><b>Up to 6 total college credit hours</b></p>	<p>-Health Information Technology, A.S.</p> <p><b>And/Or</b></p> <p>-Health Informatics Specialist Certificate</p> <p><b>And/Or</b></p> <p>-Medical Coding and Billing Specialist Certificate</p> <p><b>And/Or</b></p> <p>-Emergency Medical Services, A.S.</p> <p><b>And/Or</b></p> <p>-Emergency Medical Technician Certificate</p>

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Administrative Office Specialist</u> -8207310 Digital Information Technology -8212110 Administrative Office Technology 1 -8212120 Business Software Applications 1 -8209510 Digital Design 1 -8212410 Administrative Office Technology 2 -8212420 Administrative Office Technology 3 -8212160 Business Software Applications 2	-Completion of the high school Administrative Office Specialist Program  <b>And</b>  -Microsoft Office certifications	Pathway credits awarded as:  -Microsoft Office Master MICRO017 (Up to 9 credits depending on the MOS cert.)  <b>And</b>  - CGS2100 Computer Competency (3 credit hours)  <b>Up to 12 total college credit hours</b>	-Office Administration, A.S.  <b>And/Or</b>  -Office Management Certificate



High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Digital Design</u> -8207310 Introduction to Information Technology -8209510 Digital Design 1 -8209520 Digital Design 2 -8209530 Digital Design 3 -8209540 Digital Design 4 -8209550 Digital Design 5 -8209560 Digital Design 6 -8209570 Digital Design 7	-Completion of the high school Digital Design program  <b>And</b> -CIW Master Designer PROSO004  <b>Or</b> -Adobe Certified Associate Certificate(s)	Pathways credit hours awarded as:  -CIW Master Designer cert. Professional Elective (3 credit hours)  <b>And</b> -CGS1060 Computer and Internet Literacy Exemption Exam towards electives (3 credit hours)  -PGY2801C Photoshop (3 credit hours)  <b>And</b> -Up to 3 credit hours applied to program courses depending on Adobe certification presented  <b>Up to 12 total college credit hours</b>	-Graphic and Web Technology, A.S.  <b>And/Or</b> -Graphic Design Support Certificate

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Web Development</u> -8207310 Digital Information Technology -9001110 Foundations of Web Design -9001120 User Interface Design -9001130 Web Scripting Fundamentals -9001140 Media Integration Essentials -9001150 E-commerce & Marketing Essentials -9001160 Interactivity Essentials	-Completion of the high school Web Development Program	Pathways credit hours awarded as: -CGS1820 Web Page Authoring (3 credit hours)  <b>Up to 3 total college credit hours</b>	-Computer Programming and Web Development, A.S

**IN WITNESS WHEREOF**, the School Board of Madison County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Madison County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Madison County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career & Technical Education Coordinator, Madison County Schools

**Career and Technical Education  
Tallahassee Community College & Riveroak Technical College  
Career Pathways Articulation Agreement  
2017 - 2018**

Articulation is a method of granting college-level course credit for learning and skills accomplished as part of vocational school instruction. Riveroak Technical College and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

Tallahassee Community College will work with Riveroak Technical College to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year and this agreement will be amended as agreements are completed.

### **Student Qualifications**

Students must meet all TCC admission requirements; select an A.S. or college- credit certificate and present evidence of the following:

1. Successful completion of the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Successful completion of all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
3. At least a 2.00 overall GPA completed if college credit courses have been completed.
4. Completion of the Riveroak Technical College program no more than 18 months prior to enrollment at Tallahassee Community College.
5. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript

### **Procedure**

1. The Riveroak Technical College Career and Technical Education Director will provide evidence of completion to the designated Tallahassee Community College Career Pathways Specialist.
2. Tallahassee Community College's designated Career Pathways Specialist will issue a letter to students who have successfully completed the Riveroak Technical College program as reported by the Career and Technical Education Director.

3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forward to TCC. Students will receive block credit upon submission of the Riveroak Technical College transcript.

### **Conditions of Agreement**

1. Riveroak Technical College and TCC's faculty will review course textbooks, syllabi and other institutional materials as needed in order to develop articulated programs of study.
2. Riveroak Technical College and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Riveroak Technical College and TCC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee Community College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee. The articulation committee will be composed of the Principal of Riveroak Technical College, the Director of Secondary Schools, the Provost and Vice President of Academic Affairs and the Dean of Business, Industry and Technology.

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<p><u>Digital Design</u></p> <p>-8207310 Introduction to Information Technology</p> <p>-8209510 Digital Design 1</p> <p>-8209520 Digital Design 2</p> <p>-8209530 Digital Design 3</p> <p>-8209540 Digital Design 4</p>	<p>-Completion of the high school Digital Design program</p> <p><b>And</b></p> <p>-CIW Master Designer PROSO004</p> <p><b>Or</b></p> <p>-Adobe Certified Associate Certificate(s)</p>	<p>Pathways credit hours awarded as:</p> <p>-CIW Master Designer cert. Professional Elective (3 credit hours)</p> <p><b>And</b></p> <p>-CGS1060 Computer and Internet Literacy Exemption Exam towards electives (3 credit hours)</p> <p>-PGY2801C Photoshop (3 credit hours)</p> <p><b>And</b></p> <p>-Up to 3 credit hours applied to program courses depending on Adobe certification presented</p> <p><b>Up to 12 total college credit hours</b></p>	<p>-Graphic and Web Technology, A.S.</p> <p><b>And/Or</b></p> <p>-Graphic Design Support Certificate</p>

Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Administrative Office Specialist</u> <u>PSAV 1050 clock hours</u>  - OTA0040 Information Technology Assistant  - OTA0041 Front Desk Specialist  - OTA0030 Assistant Digital Production Designer  - OTA0043 Administrative Office Specialist	-Completion of Technical Center Administrative Office Specialist program (1050 hours)	Pathways credit hours awarded as:  -MNA2021 Human Relations (3 credit hours)  -GEB1011 Introduction to Business (3 credit hours)  -MNA2130 Business Writing (3 credit hours)  -TBA (3 credit hours)  <b>Up to 12 total college credit hours</b>	-Office Administration A.S.

Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<p><u>Medical Administrative Specialist</u> <u>PSAV 1050 Clock hours</u></p> <p>- OTA0040 Information Technology Assistant</p> <p>- OTA0041 Front Desk Specialist</p> <p>-OTA0631 Medical Office Technologist</p> <p>- OTA0651 Medical Administrative Specialist</p>	<p>-Completion of Technical Center Medical Administrative Specialist PSAV program (1050 hours)</p> <p><b>And</b></p> <p>-MOS Certified Application Specialist Certification(s)</p>	<p>Pathways credit hours awarded as:</p> <p>-MNA2021 Human Relations (3 credit hours)</p> <p>-GEB1011 Introduction to Business (3 credit hours)</p> <p>-MNA2130 Business Writing (3 credit hours)</p> <p>-TBA (3 credit hours)</p> <p><b>Up to 12 total college credit hours</b></p>	<p>-Office Administration A.S.</p>



**IN WITNESS WHEREOF**, the School Board of Suwannee County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean, Technology and Professional Programs,  
Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Suwannee County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Riveroak Technical College

**Career and Technical Education**  
**Tallahassee Community College & Somerset-Jefferson Academy**  
**Career Pathways Articulation Agreement**  
**2017-2018**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

## **Conditions of Agreement**

1. Somerset-Jefferson Academy faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Somerset-Jefferson Academy and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Somerset-Jefferson Academy and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Somerset-Jefferson Academy or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry and Technology for Tallahassee Community College, District Representative for Somerset-Jefferson Academy, the TCC Career Pathways Specialist and others as so designated.

**JEFFERSON COUNTY HIGH SCHOOL CAREER PATHWAYS**

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
Digital Design -8207310 Introduction to Information Technology -8209510 Digital Design 1 -8209520 Digital Design 2 -8209530 Digital Design 3 -8209540 Digital Design 4 -8209550 Digital Design 5 -8209560 Digital Design 6 -8209570 Digital Design 7	-Completion of the high school Digital Design program  <b>And</b> -CIW Master Designer PROSO004  <b>Or</b> -Adobe Certified Associate Certificate(s)	Pathways credit hours awarded as:  -CIW Master Designer cert. Professional Elective (3 credit hours)  <b>And</b> -CGS1060 Computer and Internet Literacy Exemption Exam towards electives (3 credit hours)  -PGY2801C Photoshop (3 credit hours)  <b>And</b> -Up to 3 credit hours applied to program courses depending on Adobe certification presented  <b>Up to 12 total college credit hours</b>	-Graphic and Web Technology, A.S.  <b>And/Or</b> -Graphic Design Support Certificate

**IN WITNESS WHEREOF**, the School Board of Somerset-Jefferson County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

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Chair, Somerset-Jefferson Academy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Somerset-Jefferson Academy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career & Technical Education Coordinator, Somerset-Jefferson  
Academy

**Career and Technical Education  
Tallahassee Community College & Suwannee County School Board  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

## **Conditions of Agreement**

1. Suwannee County School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Suwannee County Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Suwannee County Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Suwannee County School Board or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry and Technology for Tallahassee Community College, District Representative for Suwannee County Schools, the TCC Career Pathways Specialist and others as so designated.

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Administrative Office Specialist</u> -8207310 Digital Information Technology -8212110 Administrative Office Technology 1 -8212120 Business Software Applications 1 -8209510 Digital Design 1 -8212410 Administrative Office Technology 2 -8212420 Administrative Office Technology 3 -8212160 Business Software Applications 2	-Completion of the high school Administrative Office Specialist Program  <b>And</b>  -Microsoft Office certifications	Pathway credits awarded as:  -Microsoft Office Master MICRO017 (Up to 9 credits depending on the MOS cert.)  <b>And</b>  - CGS2100 Computer Competency (3 credit hours)  <b>Up to 12 total college credit hours</b>	-Office Administration, A.S.  <b>And/Or</b>  -Office Management Certificate



High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<p><u>Allied Health</u></p> <p>-8417100 Health Science Anatomy &amp; Physiology</p> <p>-8417110 Health Science Foundations</p> <p>- 8417120 Health &amp; Wellness 3</p> <p>-8417131 Allied Health Assisting 3</p>	<p>-Completion of the high school Allied Health Assisting Program</p>	<p>Pathway credit hours awarded as:</p> <p>-HSC2531 Medical Terminology (3 credit hours)</p> <p><b>And</b></p> <p>-EMS1059C First Responder Credential (3 credit hours)</p> <p><b>Up to 6 total college credit hours</b></p>	<p>-Health Information Technology, A.S.</p> <p><b>And/Or</b></p> <p>-Health Informatics Specialist Certificate</p> <p><b>And/Or</b></p> <p>-Medical Coding and Billing Specialist Certificate</p> <p><b>And/Or</b></p> <p>-Emergency Medical Services, A.S.</p> <p><b>And/Or</b></p> <p>-Emergency Medical Technician Certificate</p>

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Digital Design</u>  -8207310 Introduction to Information Technology  -8209510 Digital Design 1  -8209520 Digital Design 2  -8209530 Digital Design 3  -8209540 Digital Design 4  -8209550 Digital Design 5  -8209560 Digital Design 6  -8209570 Digital Design 7	-Completion of the high school Digital Design program  <b>And</b>  -CIW Master Designer PROSO004  <b>Or</b>  -Adobe Certified Associate Certificate(s)	Pathways credit hours awarded as:  -CIW Master Designer cert. Professional Elective (3 credit hours)  <b>And</b>  -CGS1060 Computer and Internet Literacy Exemption Exam towards electives (3 credit hours)  -PGY2801C Photoshop (3 credit hours)  <b>And</b>  -Up to 3 credit hours applied to program courses depending on Adobe certification presented  <b>Up to 12 total college credit hours</b>	-Graphic and Web Technology, A.S.  <b>And/Or</b>  -Graphic Design Support Certificate

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Nursing Assistant, Acute and Long Term Care</u>  -8417100 Health Science Anatomy & Physiology  -8417110 Health Science Foundations -8417211 Nursing Assistant 3	-Completion of the high school Nursing Assistant program  <b>And</b> -CPR, Emergency Medical Responder EMR NREMT003	Pathways credit hours awarded as:  -HSC2531 Medical Terminology Exemption Exam (3 credit hours)  - EMS1059C First Responder Credential (3 credit hours)  <b>Up to 6 total college credit hours</b>	-Emergency Medical Services (EMS) A.S.  <b>And/Or</b>  -Emergency Medical Technician Certificate

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Engineering Technology/Computer Integrated Manufacturing</u> -8600550 Introduction to Engineering Design -8600520 Principles of Engineering -8600530 Digital Electronics	-Completion of the high school Engineering Tech/Computer Integrated Manufacturing program  <b>And</b>  -Autodesk Certified User – AutoCAD ADESK011	Pathways credit hours awarded as: -ETD1320 Introduction to CAD (3 credit hours)  <b>Up to 3 total college credit hours</b>	-Drafting and Design Technology A.S.  <b>Or</b>  -Engineering Technology A.S.

**IN WITNESS WHEREOF**, the School Board of Suwannee County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

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Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Suwannee County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Suwannee County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career & Technical Education Coordinator, Suwannee County Schools

**Career and Technical Education  
Tallahassee Community College & Taylor County School Board  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
  - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

### **Conditions of Agreement**

1. Taylor County School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Taylor County Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Taylor County Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Taylor County School Board or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean of Business, Industry and Technology for Tallahassee Community College, District Representative for Taylor County Schools, the TCC Career Pathways Specialist and others as so designated.

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Administrative Office Specialist</u> -8207310 Digital Information Technology -8212110 Administrative Office Technology 1 -8212120 Business Software Applications 1	-Completion of the high school Administrative Office Specialist Program  <b>And</b>  -Microsoft Office certifications	Pathway credits awarded as:  -Microsoft Office Master MICRO017 (Up to 9 credits depending on the MOS cert.)  <b>And</b>  - CGS2100 Computer Competency (3 credit hours)  <b>Up to 12 total college credit hours</b>	-Office Administration, A.S.  <b>And/Or</b>  -Office Management Certificate



**Career and Technical Education  
Tallahassee Community College & Big Bend Technical College  
Career Pathways Articulation Agreement  
2017-2018**

Articulation is a method of granting college-level course credit for learning and skills accomplished as part of vocational school instruction. Big Bend Technical College and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

Tallahassee Community College will work with Big Bend Technical College to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements; select an A.S. or college- credit certificate and present evidence of the following:

1. Successful completion of the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Successful completion of all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
3. At least a 2.00 overall GPA completed if college credit courses have been completed.
4. Completion of the Big Bend Technical College program no more than 18 months prior to enrollment at Tallahassee Community College.
5. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript.

## **Procedure**

1. The Big Bend Technical College Career and Technical Education Director will provide evidence of completion to the designated Tallahassee Community College Career Pathways Specialist.
2. Tallahassee Community College's designated Career Pathways Specialist will issue a letter to students who have successfully completed the Big Bend Technical College program as reported by the Career and Technical Education Director.
3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forward to TCC. Students will receive block credit upon submission of the Big Bend Technical College transcript.

## **Conditions of Agreement**

1. Big Bend Technical College and TCC's faculty will review course textbooks, syllabi and other institutional materials as needed in order to develop articulated programs of study.
2. Big Bend Technical College and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Big Bend Technical College and TCC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee Community College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee. The articulation committee will be composed of the Director of Big Bend Technical College, the Director of Secondary Schools, the Provost and Vice President of Academic Affairs and the Dean of Business, Industry and Technology.

High School Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<u>Drafting</u> -8725010 Drafting 1 -8725020 Drafting 2 -8725030 Drafting 3 -8725040 Drafting 4	-Completion of the high school Drafting Program  <b>And</b> -Certification in AutoDesk Certified Associate -AutoCAD  <b>Or</b> -Certification in Certiport IC3 or passing score on TCC IC3 Exemption exam	Pathways credit hours awarded as:  -ETD1320 Introduction to CAD (3 credit hours)  -CGS1060 Computer and Internet Literacy (3 credit hours)  <b>Up to 6 total college credit hours</b>	-Drafting and Design Technology, A.S.  And/or  -Building Construction Management, A.S.

**IN WITNESS WHEREOF**, the School Board of Taylor County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

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Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

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Date

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President, Tallahassee Community College

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Date

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Chair, Taylor County School Board

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Date

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Superintendent, Taylor County School District

\_\_\_\_\_  
Date

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Career & Technical Education Coordinator, Taylor County Schools