

AWARD OF CREDIT
by
VALENCIA COMMUNITY COLLEGE
for the
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
CPS and CAP Examinations
and
Office Administration

To provide career opportunities for students in career and technical education programs, Valencia Community College agrees to award at no cost (other than the application for admission fee) full college credit in the areas indicated below to the eligible students who have attained the Certified Professional Secretary (CPS) and/or the CAP rating/certification through the International Association of Administrative Professionals.

PLEASE AWARD 9 CREDITS FOR THE COURSES LISTED BELOW:

CPS Exam Area	Valencia Community College
Part 1: Both CPS and CAP Exams	Part 1: Office Administration A.S. Degree (9 credits)
Finance and Business Law	BUL2241 Business Law I (3 Credits)
	ECO2013 Principles of Economics-Macro (3 cr)
	APA1111 Basic Accounting (3 Credits)

PLEASE AWARD 12 CREDITS FOR THE COURSES LISTED BELOW:

CPS Exam Area	Valencia Community College
Part 2: Both CPS and CAP Exams	Part 2: Office Administration A.S. Degree (12 credits)
Office Systems and Administration	OST 2854 Microsoft Office (3 Credits)
	OST1355 Records Management and Legal Implications (3 Credits)
	OST 1100 Keyboarding & Document Processing I (3 Credits)
	OST1335 Business Communications (3 Credits)

PLEASE AWARD 3 CREDITS FOR THE COURSES LISTED BELOW:

CPS Exam Area	Valencia Community College
Part 3: Both CPS and CAP Exams	Part 3: Office Administration A.S. Degree (3 credits)
Management	OST2501 Office Management I (3 Credits)

PLEASE AWARD 6 CREDITS FOR THE COURSES LISTED BELOW:

CPS Exam Area	Valencia Community College
Part 4: Only CAP Exam	Part 4: Office Administration A.S. Degree (6 credits)
Organizational Planning	GEB 1011 Introduction to Business (3 Credits)
	MAN2300 Introduction to Human Resources Management (3 Credits)

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MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive twenty-four (24) semester hours for the CPS Exam or thirty (30) semester hours for both the CPS and CAP Exams of college credit towards the Office Administration A.S. degree program at Valencia Community College which is in accordance with commonly accepted good practice in higher education.

EDUCATIONAL PROGRAM

Valencia's faculty and staff who have responsibility for the supervision and coordination of the Office Administration program have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures of the examination meet the college standards for college credit course work and that the learning outcomes are consistent with the course work in the A.S. Degree being articulated.

AWARD OF CREDIT PROCESS

The transferring student requesting credit must furnish a copy of the CPS and/or CAP award certificate from the International Association of Administrative Professionals. To have the courses reported on the official Valencia Community College transcript, students must:

1. Meet regular College entrance requirements.
2. Complete the College Application and pay the College Admission Fee.
3. Be accepted into Valencia within five years of attaining the Certified Professional Secretary (CPS) rating/certification and/or Certified Administrative Professional (CAP) rating/certification.
4. Declare a major in the Office Administration A.S. degree program.
5. Comply with the appropriate placement, course prerequisites and requirements of the college.
6. Successfully complete course work with a "C" or better in an OST course at Valencia while currently enrolled on either a part-time or full-time basis for one academic term to have the credit awarded on the official college transcript.

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AWARD OF CREDIT PROCESS (Continued)


7. The Dean of Business, IT and Public Services, East Campus at Valencia and the Program Director for Office Administration, East Campus, at Valencia, will evaluate the student's record (rating/certification) to determine the eligibility and notify the Registrar's Office of acceptable credit to be transferred and awarded.

TERMS OF AGREEMENT

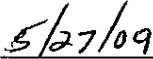
This agreement applies to students who have attained the Certified Professional Secretary (CPS) and/or the CAP rating/certification through the International Association of Administrative Professionals. The agreement will be reviewed as needed and it shall remain in effect until either party identifies a need for revision.

APPROVED:

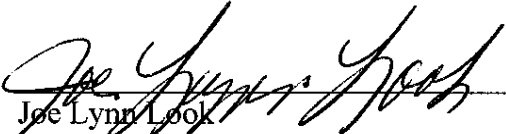
VALENCIA COMMUNITY COLLEGE



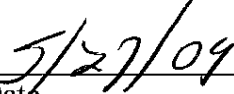
Betty Wanielista
Program Director, Office Administration



Date



Joe Lynn Look
Dean, Business, IT & Public Service



Date