

ARTICULATION AGREEMENT - Legal Administrative Specialist

AAS, Business Administration/Management

Manatee Community College

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
8209020 Computing for Colleges and Careers			MNA 1345 - Management & Supervision	3	
8218020 Customer Assistant I AND 8218010 Customer Assistant II					
8215120 Business and Entrepreneurial Principals					
8212120 Business Software Applications					
8215130 Legal Aspects of Business					
			TOTAL	6	

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 two years 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 **Legal 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 superseded 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

D. Wiggins 10/19

Chair, School Board Date

MM 10/21/06
MANATEE COUNTY SCHOOL BOARD
OFFICE OF THE CLERK
1000 W. MANATEE AVENUE
PALM BAY, FL 32909
(321) 933-1000

The School Board of Sarasota County

Superintendent Date

Chair, School Board Date