

**Career and Technical Education  
Tallahassee Community College & Suwannee County School Board  
through RIVEROAK Technical College  
Career Pathways Articulation Agreement  
2018 - 2019**

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
<p><u>Administrative Office Specialist</u>  <u>PSAV 1050 clock hours</u></p> <p>- OTA0040 Information Technology Assistant</p> <p>- OTA0041 Front Desk Specialist</p> <p>- OTA0030 Assistant Digital Production Designer</p> <p>- OTA0043 Administrative Office Specialist</p>	<p>-Completion of Technical Center Administrative Office Specialist program (1050 hours)</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>

Career Pathways Course Options	Assessment	Total Possible Credits	TCC A.S. Degree or Certificate
<p><u>Medical Administrative Specialist</u> PSAV 1050 Clock hours</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>TCC A.S. Degree or Certificate</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.

3/11/19  
Date

Karen B. Moore  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

3/11/19  
Date

[Signature]  
President, Tallahassee Community College

MAY 28 2019  
Date

[Signature]  
Chair, Suwannee County School Board

MAY 28 2019  
Date

[Signature]  
Superintendent, Suwannee County School District

6/12/19  
Date

[Signature]  
Director, Riveroak Technical College

"Approved as to Form and Sufficiency

BY [Signature]

Leonard J. Dietzen, III

Rumberger, Kirk & Caldwell, P.A.

Suwannee School Board Attorney"