

**Office Administration: Office Management Specialization  
Articulation Agreement  
Lake Technical Center, Inc.  
and  
Lake-Sumter Community College**

Lake Technical Center, Inc. and Lake-Sumter Community College agree to cooperate in the establishment, maintenance, and implementation of a discipline specific agreement for Administrative Assistant and Accounting Operations

**Articulated Components of this Agreement**

**Administrative Assistant or Legal Administrative Assistant**

Lake-Sumter Community College will award 20 college credit hours in the Associate in Applied Science degree program in Office Administration for those individuals who have satisfactorily completed either the full Administrative Assistant or Legal Administrative Assistant PSAV Certificate Program at Lake Technical Center.

College credit will be awarded for the following:

OST 1100 Keyboarding and Document Formatting	3 credits
OST 1330 Business English	3 credits
OST 1854 MS Office/Introduction	3 credits
OST 2857 MS Office/Advanced	3 credits
CTS 1101 MS Windows-Introduction	1 credit
APA 1002 Small Business Accounting	3 credits
OST 2810 Desktop Publishing	1 credit
OST 1940 Office Management Practicum	3 credit
Total	20 credits

**Accounting Operations**

Lake-Sumter Community College will award 16 college credit hours in the Associate in Applied Science degree program in Office Administration for those individuals who have satisfactorily completed the full Accounting Operations PSAV Certificate Program at Lake Technical Center.

College credit will be awarded for the following:

APA 1002 Small Business Accounting	3 credits
CGS 1530 Microcomputer Applications	3 credits

OST 1100 Keyboarding and Document Formatting	3 credits
CTS 1261 Microsoft Excel Level I	1 credit
APA 1144 Accounting with QuickBooks Pro	3 credits
OST 1330 Business English	3 credits
<b>Total</b>	<b>16 credits</b>

**Provisions of this Agreement**

To receive college credit in the AAS degree program in Office Administration: Office Management Specialization, Administrative Assistant students must submit a portfolio to Lake-Sumter Community College, Office of Admissions along with a completed articulated credit transfer form for approval. An addendum containing a template for the portfolio is attached to this agreement. Accounting Operations graduates must submit a certificate of completion along with a completed articulated credit transfer form for approval to Lake-Sumter Community College, Office of Admissions and must successfully pass a core program course at LSCC.

This agreement is effective for the 2006-07 academic year as defined by Lake-Sumter Community College and Lake Technical Center, Inc. and shall be subject to annual review and renewal by Lake-Sumter Community College and Lake Technical Center, Inc. at the end of aforementioned academic year. Any modifications, additions, or deletions to this agreement must be in writing and signed by the signatories of this document or their successors.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2006

FOR:

FOR:

LAKE TECHNICAL CENTER, INC.

LAKE-SUMTER COMMUNITY COLLEGE

\_\_\_\_\_  
Mrs. Phyllis Baum                      Date  
President

\_\_\_\_\_  
Mr. John A. Simpson                      Date  
Chairperson

\_\_\_\_\_  
Mr. Terry E. Miller                      Date  
Director

\_\_\_\_\_  
Dr. Charles R. Mojock                      Date  
President