

## **Appendix B**

### **Career and Technical Education Tallahassee Community College & Gadsden County School Board Career Pathways Articulation Agreement 2012-2013**

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. Completion of Tallahassee Community College placement testing requirements.
3. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S., A.A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

#### **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. Gadsden 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. Gadsden County High 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. Gadsden County High 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 Gadsden County High Schools 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 Provost of Tallahassee Community College, Dean for Technology and Professional Programs of Tallahassee Community College, District Representative for Gadsden County, the TCC Career Pathways Specialist and others as so designated.

High School Career Pathway	TCC A.S. Degree	Assessment	Articulated Course and Credit(s)
Administrative Assistant	Office Administration A.S. (2107) CIP: 1507060300 and/or Office Management Certificate (6334) CIP: 507060301	<i>State Articulated Pathway:</i> Microsoft Office Master Code: MICRO017	Three hours of credit CGS2100
Digital Design	Graphic Design Technology A.S. (2125) CIP: 1650040200	<i>State Articulated Pathway:</i> (CIW) Master Designer Code: PROSO004	Three hours of professional elective credit  CGS1060 (3 credits )
Information Technology	Web Technologies A.S. (2128) CIP: 1507039902 and/or Web Technologies Certificate (6317) CIP: 0507039903	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist Code: PROSO001  (CIW) Master Designer Code: PROSO004	Six hours of credit: CGS1820 and CGS1555  Six hours of credit: COP2822 and three program elective credits

		<p><i>TCC Articulated Pathway:</i></p> <p>CGS 1000 Exemption Exam</p> <p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application Specialist Certifications</p> <p>Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>CGS 1000 (3 credits)</p> <p>CGS 1060 (3 credits)</p> <p>Elective(3 credits)</p>
<p>Web Development</p>	<p>Web Technologies A.S. (2128)</p> <p>CIP: 1507039902</p> <p>and/or</p> <p>Web Technologies Certificate (6317)</p> <p>CIP: 0507039903</p>	<p><i>State Articulated Pathway:</i></p> <p>(CIW) Associate Design Specialist Code: PROSO001</p> <p>(CIW) Master Designer Code: PROSO004</p> <p><i>TCC Articulated Pathway:</i></p> <p>CGS 1000 Exemption Exam</p>	<p>Six hours of credit:</p> <p>CGS1820 and CGS1555</p> <p>Six hours of credit:</p> <p>COP2822 and three program elective credits</p> <p>CGS 1000 (3 credits)</p>

		<p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application Specialist Certifications</p> <p>Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>CGS 1060 (3 credits)</p> <p>Elective(3 credits)</p>
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