

Palm Beach State College
Career Pathway Agreement (formerly Tech Prep)
Credit/Contact Hour Articulation Form

ACCOUNTING OPERATIONS

1. Student Identification Information:

Student Name: _____ Palm Beach State ID #: _____

PBC District School Attended: _____ Date of Graduation: _____

Contact information: _____ Phone: _____ Palm Beach State email account: _____ @palmbeachstate.edu

2. In order to qualify for consideration for articulation credits/or contact hours toward the following Palm Beach State programs:

College Credit Certificate in:

- Accounting Technology (CCC 6110), Business Administration and Management (CCC 6111), Marketing (CCC 6113), Office Management (CCC 6114), Business Operations (CCC 6481), Legal Office Management (CCC 6112), Office Software Applications (CCC 6484), Office Specialist (CCC 6483), and Office Support (CCC 6482)

Associate Degree in:

- Accounting Technology (AAS A042 or AS 2050) or Business Administration and Management (AAS A087)
- Office Administration (AS 2514) or Office Administration (AAS A521)

The student must complete the following tasks (<input checked="" type="checkbox"/> those completed):	Documentation attached
Request an official high school transcript be sent electronically from the School District of Palm Beach County to Palm Beach State College Admission Office. (<i>documentation-transcript request receipt.</i>)	<input type="checkbox"/>
Apply and register at Palm Beach State within two years of completing high school in Palm Beach County (students working in field may petition for a waiver of the two year rule) (<i>documentation – Palm Beach State student number and email account</i>)	<input type="checkbox"/>
Make an appointment with the Palm Beach State Associate Dean of Business, Computers and Office Management for the assessment of student high school program skills. (See details of assessment in #3.) (<i>documentation-an unofficial copy of high school transcript.</i>)	<input type="checkbox"/>
Complete Palm Beach State placement testing as required for admission-(visit www.palmbeachstate.edu/testing for details) (<i>documentation-copy of placement test scores</i>)	<input type="checkbox"/>
Complete college preparatory course requirements as needed. (<i>documentation-Palm Beach State transcript screen-see Palm Beach State Advisor for details.</i>)	<input type="checkbox"/>

3. The student takes this form and the attached documentation to the Palm Beach State Associate Dean of Business, Computers and Office Management for assessment of student's high school program skills.

The associate dean verifies that the student has taken the following high school courses (<input checked="" type="checkbox"/> all that apply):	Evaluator Initials/Date
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High School Accounting Operations Program of Study Course Work Required.			
<input type="checkbox"/> 8209020 – Computing for College & Careers	<input type="checkbox"/> 8203310 - Accounting I	<input type="checkbox"/> 8203320 - Accounting 2	
The associate dean verifies that the student's High School grade average is "B" or better in the specified high school/secondary course work. (<i>documentation-GPA verification on unofficial HS transcript.</i>)			
Comments:			
The associate dean determines which credit/clock hour courses the student qualifies based on the established assessment.			
College Course/Credit (Clock Hours)	Assessment	Completed (Initials/Date)	
OST 1100C Beginning Keyboarding*	Pass Palm Beach State challenge exam with 80% proficiency*		
APA 1111 Bookkeeping *	Pass Palm Beach State exam with 80% proficiency*		
CGS 1100 Microcomputer Applications**	Pass Palm Beach State Challenge exam with 80% proficiency or provide verification of Microsoft Certification in Word, Excel, Access, & PowerPoint at the Master level.**		

I certify that this student has completed the necessary requirements to have the above initialed Career Pathway articulation courses posted to their Palm Beach State transcript*.

Date _____

Signature _____
*Palm Beach State Associate Dean of Business,
Computers and Office Management*

* SACS accreditation requirement for residency "Complete 25% of the program at Palm Beach State" has already been satisfied and is not required to obtain the articulation credits/contact hours. Students who completed the high school courses, but fail the stated assessment will have to take the college level courses and a passing grade on for them to the credit or contact hours.

Original form and documentation sent to Registrar's Office for Processing by Evaluator
Copies (form & documents) to student, department

FOR REGISTRAR'S OFFICE USE ONLY:

Date courses added to transcript: _____ Signature: _____
College Registrar's Office

Allow 4-6 weeks for this processing to be completed. Student will be notified through their Palm Beach State email address when the courses are posted to their Palm Beach State transcript.