Lake Sumter COMMUNITY COLLEGE

Office of Admissions

Articulation Credit Transfer Form

210 — Office Administration:
Office Management Specialization

Name: _____ Date: _____
Last First MI

Student XID Number: _____ Veteran: ☐ Yes ☐ No

Address: _____ Phone: Home: _____

_____ Work: _____

_____ Cell: _____

I wish to transfer credit from:

Institution: _____

Program(s) of study (please check all that apply):

☐ Administrative Assistant
☐ Legal Administrative Assistant
☐ Accounting Operations

_____ _____
Student's Signature Date

Prior to credit being awarded, the student must:

- be currently enrolled at LSCC;
- have successfully completed 1 program core course not listed below;
- have declared Office Administration: Office Management Specialization as the program of study;
- have met all Florida Community College entrance requirements.

An official Certificate of Completion and Lake Technical Center transcript must be on file before credit is awarded

For the following courses leading to the degree: 210 — Office Administration: Office Management Specialization

Requested Course		Credit Hours	Portfolio Proof Checked by Instructor	Instructor's Signature
☐ APA 1002	Small Business Accounting	3	☐	_____
☐ OST 1854	MS Office/Introduction	3	☐	_____
☐ OST 2857	MS Office/Advanced	3	☐	_____
☐ OST 1100	Keyboarding & Document Formatting	3	☐	_____
☐ OST 1330	Business English	3	☐	_____
☐ OST 1940	Office Management Practicum	3	☐	_____
☐ OST 2810	Desktop Publishing	1	☐	_____
☐ CTS 1101	MS Windows - Introduction	1	☐	_____

_____ _____ ☐ Approve ☐ Disapprove
Department Chair Date

_____ _____ ☐ Approve ☐ Disapprove
Dean, Business & Technologies Date

FOR OFFICIAL USE ONLY

Evaluated by: _____ / _____ Entered by _____/ _____ Checked by _____ / _____
Initials date Initials date Initials date

NOTE: *All articulation credit(s) will be accepted according to current college policy.*

LSCC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION.

Revised 6/08