

Florida Department of Education
Statewide Articulation Agreement
Industry Certification to AAS/AS Degree Program

AAS/AS Degree Name:	Office Administration		
CIP Number(s):	AAS:	0507060300	AS: 1507060300
Industry Certification:	Microsoft Office Master		Code: MICRO017
College Credit:	The minimum award of course credits or a block of credit toward the above AAS/AS program is <u>3</u> hours of credit. This agreement does not preclude the awarding of additional credits by any college through local agreements.		
Admission Requirements			
Students entering the above Associate in Applied Science and or the Associate in Science Program must have a standard high school diploma or its equivalent, or a CPT Eligible Certificate of Completion, and must meet the requirements of State Board Rule 6A-10.0315(3), FAC (College preparatory testing, placement, and instruction). Students earning scores less than those listed shall enroll in college preparatory communication and computation instruction.			
Validation Mechanism:			
To be eligible for articulation, the student must show evidence of their Microsoft Office Master certification and it must have been issued within three (3) years prior to their enrollment in the program.			
Rationale/Justification:			
The Microsoft Office Master certification represents industry acknowledgement of technical skill attainment of competencies in the Office Administration program.			
Applicability:			
Community college administrators statewide were consulted and agreed that the " Microsoft Office Master " shall articulate three (3) college credit hours to the AAS/AS Degree in Office Administration .			
Articulated credit awarded under this agreement may only be applied to the above AAS/AS Degree and the following College Credit Certificate (CCC) programs: Office Management (0507060301), Medical Office Management (0507060305), Office Specialist (0507060304), and Office Support (0507060302).			
Date Presented to ACC	ACC Recommendation	Date Submitted to SBE	SBE Status
10/28/2009	Approved	3/26/2010	Approved