

# Florida Department of Education

## Statewide Articulation Agreement Industry Certification to AAS/AS Degree Program

<b>AAS/AS Degree Name:</b>	Office Administration		
<b>CIP Number(s):</b>	<b>AAS:</b>	0507060300	<b>AS:</b> 1507060300
<b>Industry Certification:</b>	Microsoft Office Specialist (MOS) Bundle (3 of 5)	<b>Code:</b>	MICRO069
<b>College Credit:</b>	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.		
<b>Admission Requirements</b>			
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.			
<b>Validation Mechanism:</b>			
To be eligible for articulation, the student must show evidence of their current Microsoft Office Specialist (MOS) Bundle (3 of 5) certifications and it must have been issued within three (3) years prior to their enrollment in the program.			
<b>Rationale/Justification:</b>			
The Microsoft Office Specialist (MOS) Bundle (3 of 5) certifications represents industry acknowledgement of technical skill attainment of competencies in the Office Administration program.			
<b>Applicability:</b>			
Community college administrators statewide were consulted and agreed that the " <b>Microsoft Office Specialist (MOS) Bundle (3 of 5)</b> " shall articulate <b>three (3)</b> college credit hours to the AAS/AS Degree in <b>Office Administration</b> .			
Articulated credit awarded under this agreement may only be applied to the above AAS/AS Degree.			
<b>Date Presented to ACC</b>	<b>ACC Recommendation</b>	<b>Date Submitted to SBE</b>	<b>SBE Status</b>
October 27, 2010	Approved / Denied	December 17, 2010	Approved / Denied
	APPROVED		APPROVED