

Florida Department of Education

Statewide Articulation Agreement Industry Certification to AAS/AS Degree Program

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|--|---|------------------------------|-------------------|-------------|
| AAS/AS Degree Name: | Office Administration | | | |
| CIP Number(s): | AAS: | 0552020400* | AS: | 1552020400* |
| Industry Certification: | Microsoft Office Master | | Code: | MICRO017 |
| College Credit: | This Gold Standard Career Pathways Statewide Articulation Agreement guarantees 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. | | | |
| 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: | | | | |
| State 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 (0552020401), Medical Office Management (0551071605), Office Specialist (0552040704), and Office Support (0552020403). | | | | |
| Date Presented to ACC | ACC Recommendation | Date Submitted to SBE | SBE Status | |
| 10/28/2009 | Approved | 3/26/2010 | Approved | |

* Certain programs may not have an AS/AAS degree available.