

# 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>  | 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. |                              |                   |             |
| <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>   |   |                              |                   |             |
| State 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><u>Office Administration</u></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> |             |
| <b>October 27, 2010</b>   | <b>Approved</b>   | <b>December 17, 2010</b>     | <b>Approved</b>   |             |

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