

MEMORANDUM OF UNDERSTANDING  
ADVANCE STANDING CREDIT

**OFFICE ADMINISTRATION/ACADEMY OF FINANCE**

Brevard Community College (BCC) will award postsecondary advance standing credit to eligible high school students who have graduated from Brevard Public Schools and completed the secondary Academy of Finance program. *The student will not be charged tuition or fees for the postsecondary credit awarded through this advance standing credit agreement.* Listed below are the courses that must be completed at the secondary level:

Course Number	High School Course Title	High School Credit
8203310	Accounting Applications 1	1
8815110	Financial Operations	1
8815120	Personal Financial Planning	1
8815150	Finance & Business Technology	1
8815130 <b>OR</b> 8501420	Financial Internship <b>OR</b> Finance Cooperative OJT	1

BCC will award advance standing credit for the following course towards any applicable BCC Office Administration related program:

Course Number	Brevard Community College Course Title	College Credit
OST 1100	Beginning Computer Keyboarding	3

The procedure for obtaining the advance standing credit will be in accordance with the guidelines below.

1. Student must meet the following criteria:
  - Cumulative grade point average of 3.0 in the above mentioned Brevard Public School Accounting courses.
  - High School Diploma or GED
  - After graduation, apply to BCC and select the Office Administration major or related certificate (refer to the BCC catalog for program requirements).
  - Enroll and successfully complete 12 credits OR complete the remaining credits required for the program at BCC with a grade of "C" or higher in the program for which the advance standing credit is to be awarded.

Recommended college course sequence to apply toward completing the following college credit certificates or degree:

CCC in Office Specialist	AS in Office Administration
CGS 2100 Microcomputer Applications	CGS 2100 Microcomputer Applications OST 2335 Business Communications


Students must refer to the college catalog at time of starting BCC for the most up-to-date programs and required courses.

2. Following completion of the required credits at BCC, the student must petition the Registrar to have advance standing credit placed on their permanent record. Credit will be awarded with the grade of "S" which will not affect the GPA.

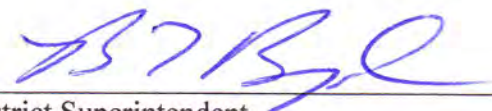
3. The student must enroll in the appropriate BCC courses or program no later than three years after the last high school attendance.

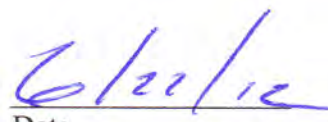
Questions regarding this agreement should be addressed to the appropriate Brevard Community College program Workforce Director, and/or Director, Career and Technical Education, Brevard Public Schools.

This Memorandum of Understanding shall be effective upon the signature of the district superintendent or his designee and the community college president or his designee. This agreement shall remain in effect until reviewed and modified every two years, or terminated by either party upon thirty (30) days written notice prior to the end of a term or by mutual consent.

  
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President, Brevard Community College  
or designee *Vice President*

*9/17/12*  
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Date

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\_\_\_\_\_  
District Superintendent  
Brevard Public Schools  
or designee

  
\_\_\_\_\_  
Date