



Articulation Agreement – Advance Standing Credit
Memorandum of Understanding

Office Administration

Computing for College and Careers

Eastern Florida State College (EFSC) will award postsecondary advance standing credit to eligible students who have met the criteria as stated below. *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:

High School Course Number	High School Course Title	High School Credit
8209020	Computing for College and Careers	1

EFSC will award advance standing credit(s) for the college course listed below.

College Course Number	Eastern Florida State 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 following criteria.

1. Student must:

- Have a cumulative grade point average of 3.0 in the above mentioned Brevard Public School CTE program courses.
- Provide proof of high school graduation or GED. Students who are eligible for dual enrollment may take college courses that are either required or recommended for purposes of demonstrating competency as identified in this agreement.
- Apply to EFSC and declare the major of Office Administration AS, Administrative Office Support CCC, Administrative Office Specialist CCC, Executive Office Management CCC, or Medical Office Management CCC and as stated in this agreement
- Enroll in referenced EFSC courses within the Career and Technical Program degree or certificate as stated in this agreement
- Successfully complete 12 college credits as identified in this agreement as either required or recommended or complete the remaining credits in a college credit certificate **no later than three** years after high school graduation. Required or recommended courses must be completed with a grade of "C" or better in the program for which the advance standing credit is to be awarded. Advance standing credit will only be awarded after the student has provided proof of high school graduation or GED.

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Required college course(s) to be completed in order to receive the accelerated credit:

College Course Number	Eastern Florida State College Course Title	College Credit
CGS 2100	Microcomputer Applications	3
OST 2335	Business Communications	3
Plus two courses (6 credit hours) in the program		

- Students must refer to the college catalog at time of starting EFSC for the most up-to-date programs and required courses.
- Following completion of the required credits at EFSC, the student must petition the Registrar to have advance standing credit placed on their permanent record. This is Institutional Credit and will be awarded with the grade of "S" which will not affect the GPA. Transfer of institutional credit to another college or university is dependent on the policies of the transferring institution; therefore credit may or may not be accepted.


Questions regarding this agreement should be addressed to the appropriate EFSC program faculty, EFSC's Dean of Workforce Development, 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 college president or his designee. This agreement shall remain in effect until reviewed or 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.



President, Eastern Florida State College
or designee

2/1/16
Date



District Superintendent, Brevard Public Schools
or designee

2/1/16
Date