

Articulation Agreement – Prior Certification Memorandum of Understanding

Eastern Florida State College (EFSC) will award postsecondary 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. EFFECTIVE TERM DATE: Spring 2016*

Microsoft Office Specialist (MOS) Certification on Microsoft Office 2013
Valid agreement until January 31, 2018
Bundle of MOS exams in Microsoft Office 2013 in the following areas:
Word, Excel and Access
 (statewide industry certification code MICRO069)

EFSC will award the following college credit for eligible students who hold a current MOS certification from Microsoft Office 2013 and have passed the MOS exams in the following areas: Word, Excel, and Access.

www.microsoft.com/en-us/learning/mos-certification.aspx

Course Number	Course Name	Credits
CGS 2100	Microcomputer Applications	3

The procedure for obtaining the credit will be in accordance with the guidelines below.
 Student must:

1. Meet all EFSC admissions requirements including placement testing and all transcripts on file
2. Be an active student currently enrolled in a BAS, AA, AS, or CCC program
3. Successfully pass a minimum of six college credits with grade of "C" or better from Eastern Florida State College
4. Successfully pass the MOS certification, Microsoft Office 2013 in the following areas: Word, Excel and Access
5. Petition for credit within the valid agreement timeframe listed above
6. Provide appropriate documentation to the Office of the Registrar of valid and current MOS certification in Microsoft Office 2013 showing passing score in the areas of Word, Excel and Access
7. Petition for credit through the Office of the Registrar. Credit will appear on student's permanent record and will be awarded as a grade of "S". Duplicate credit will not be awarded.

Questions regarding this agreement should be addressed to the Computer Technology cluster or the Registrar.

APPROVALS

This Internal Articulation Agreement shall be effective upon the signatures below. Microsoft Office Specialist certification on Microsoft Office 2013 shall be a valid agreement until January 31, 2018.

Daniel Mondshein
Digitally signed by Daniel Mondshein
 Date: 2016.02.24 22:26:09 -05'00'

 Program Manager, Date
 Department Chair or Cluster Chair



 Chair, Academic Affairs Council Date 3/11/16



 Vice President of Academic Affairs Date 3-9-16
 for L. Miedema

_____ Date
 Advisory Committee Representative