

AWARD OF CREDIT
by
VALENCIA COMMUNITY COLLEGE
for the
Microsoft Office Master MOM Certification
and
Office Administration

To provide career opportunities for students in career and technical education programs, Valencia Community College agrees to award at no cost (other than the application for admission fee) full college credit to the eligible students who have earned the Microsoft Office Master MOM Certification.

PLEASE AWARD 3 CREDITS FOR THE COURSE LISTED BELOW:

Microsoft Office Master MOM Certification (MICRO017)	Office Administration - <i>A.S. Degree</i> (3 credits)
	OST2854 Microsoft Office

PLEASE AWARD 3 CREDITS FOR THE COURSE LISTED BELOW:

Microsoft Office Master MOM Certification (MICRO017)	Office Management – <i>Technical Certificate</i> (3 credits)
	OST2854 Microsoft Office

PLEASE AWARD 3 CREDITS FOR THE COURSE LISTED BELOW:

Microsoft Office Master MOM Certification (MICRO017)	Office Specialist – <i>Technical Certificate</i> (3 credits)
	OST2854 Microsoft Office

PLEASE AWARD 3 CREDITS FOR THE COURSE LISTED BELOW:

Microsoft Office Master MOM Certification (MICRO017)	Office Support – <i>Technical Certificate</i> (3 credits)
	OST2854 Microsoft Office

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive three (3) semester hours of college credit for the Microsoft Office Master MOM Certification towards the Office Administration A.S. degree or Technical Certificate programs at Valencia Community College which is in accordance with commonly accepted good practice in higher education.

EDUCATIONAL PROGRAM

Valencia's faculty and staff who have responsibility for the supervision and coordination of the Office Administration program have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures of the certification meet the college standards for college credit course work and that the learning outcomes are consistent with the course work in the A.S. Degree or Technical Certificate programs being articulated.

AWARD OF CREDIT PROCESS


The transferring student requesting credit must furnish a copy of the Microsoft Office Master MOM award certificate. To have the courses reported on the official Valencia Community College transcript, students must:

1. Meet regular College entrance requirements.
2. Complete the College Application and pay the College Admission Fee.
3. Be accepted into Valencia within three years of earning the Microsoft Office Master MOM Certification.
4. Declare a major in the Office Administration A.S. degree or Technical Certificate programs.
5. Comply with the appropriate placement, course prerequisites and requirements of the college.
6. Successfully complete course work with a "C" or better at Valencia while currently enrolled on either a part-time or full-time basis for one academic term to have the credit awarded on the official college transcript.
7. The Dean of Business, IT and Public Service and the Program Director for Office Administration, on the East campus at Valencia, will evaluate the student's record (certification), determine the eligibility and notify the Registrar's Office of acceptable credit to be transferred and awarded.

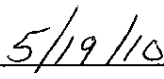
TERMS OF AGREEMENT

This agreement applies to students who have earned the Microsoft Office Master Certification. The agreement will be reviewed as needed and it shall remain in effect until either party identifies a need for revision.

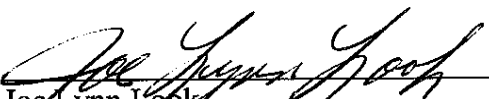
APPROVED: VALENCIA COMMUNITY COLLEGE




Betty Wanielista
Program Director



Date



Joe Lynn Look
Dean, Business, IT and Public Service



Date