MEMORANDUM OF UNDERSTANDING ADVANCE STANDING CREDIT

OFFICE ADMINISTRATION/COMPUTING FOR COLLEGE AND CAREERS

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 Computing for College and Careers course. The student will not be charged tuition or fees for the postsecondary credit owarded 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 Fligh School

Credit

8909020 Computing for College & Careers I

BCC will award advance standing credit for the following course towards any applicable BCC Offrce
Administration related
Course

Number Brevard Community College Course Title College

Credit

osT 1100 Beginning Computer Keyboarding -t

The procedure for obtaining the advance standing credit will be in accordance with the guidelines below.
1. Student must meet the following criteria:

Accounting courses.

certificate (refer to the BCC catalog for program requirements).

for the program at BCC with a grade of "C" or higher in the progftlm for which the
advance standing credit is to be awarded.
Recommended colle-te course sequence to apptl'torvard conrpleting the follon'ing cotlege credit cerlificates or degree:

CCC in Office Specialist \S in Offlce Adrninistration
CGS 2 I 00 Microcomputer Appl ications ICS 2 I 00 N,'licrocorrputer Applications (up-to-Oate)Tj /T1_0 11.5 Tf 50.64 0.24 Td (prog.u-s)Tj /T1 lat34.5 18.24 -f Tf 12.11hree

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 modihed 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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Di strict Superintendent
Brevard Public Schools
or designee

Tech Prep credit/Advance Standing Credit agreement for Office Administration February 2O12

Date

Date