



**ARTICULATION AGREEMENT
BETWEEN
SUNY ORANGE
AND
ORANGE-ULSTER BOCES**

This MEMORANDUM OF UNDERSTANDING entered this 31st day of January 2019, between SUNY Orange, located at 115 South Street, Middletown, New York 10940, hereinafter referred to as the COLLEGE, and Orange-Ulster BOCES, Career & Technical Education Center, and hereinafter referred to as BOCES.

WITNESSETH:

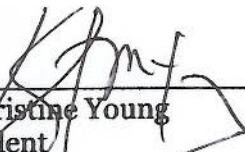
WHEREAS, the parties hereto are desirous to enter into an agreement for the purpose of articulating the BOCES Career and Technical Education Center (CTEC) **Microsoft Office User Specialist (MOUS)** program with similar programs at the COLLEGE to provide necessary services so that each student may function at the highest level of which s/he is capable with minimum repetition or duplication of time and effort when moving from BOCES and enrolling in the COLLEGE, and thereby providing a more cost-effective service to the community.


THEREFORE, agree as follows:

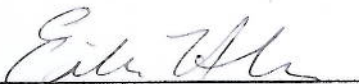
Effective January 31, 2019 the following conditions are acceptable to both parties:

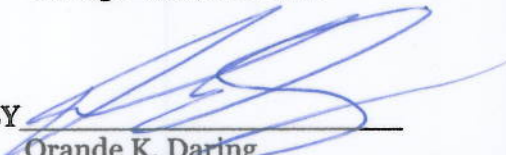
1. An **ARTICULATION AGREEMENT** regarding the BOCES Microsoft Office User Specialist (MOUS) program and the COLLEGE shall be in effect.
2. The Department Chair from the COLLEGE, and Director of Career and Technical Education and respective staff from BOCES will review these articulations on an annual basis to evaluate, update, and expand them where needed.
3. A student from BOCES may enter the College with Advanced Placement and course credit for subjects taken at BOCES after successfully meeting specified conditions of the COLLEGE Department as set forth in the MEMORANDUM OF UNDERSTANDING or any jointly approved addenda attached hereto.
4. The COLLEGE will make the final decision as to enrollment of any students; at which point the terms of this AGREEMENT will be put into effect.
5. Where credit is awarded by the COLLEGE under terms of this AGREEMENT, it shall be counted and apply towards the minimum total credits required to attaining a specific and appropriate degree or certificate awarded by the COLLEGE.

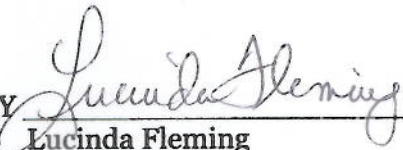
6. In order to receive credit, the BOCES student must:
- Complete the BOCES CTEC program (Microsoft Office User Specialist (MOUS)) with a grade of "85" or better.
 - Enroll in the corresponding COLLEGE program.
 - Consult with the SUNY Orange Department Chair or Advisor regarding course sequencing.
 - Meet the additional requirements listed in the right hand column of each memorandum.
7. This agreement will be subject to annual review by both parties. Such review should take place no later than June 1 of each academic year. This agreement shall remain in effect unless either party requests in writing that it be rescinded.
8. This agreement is approved this 31th day of January 2019.

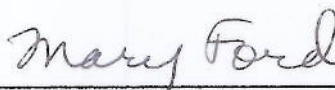
BY 
Dr. Kristine Young
President
SUNY Orange

BY 
Deborah McBride Heppes
Assistant Superintendent for Finance
Orange-Ulster BOCES

BY 
Dr. Erika Hackman
Vice President for Academic Affairs
SUNY Orange

BY 
Orande K. Daring
Interim Director, Career & Technical Education
Center and Adult Nurse Programs
Orange-Ulster BOCES

BY 
Lucinda Fleming
Chair, Business
SUNY Orange

BY 
Mary Ford
Director of Educational Partnerships
SUNY Orange

Microsoft Office User Specialist (MOUS) and AS Accounting

SUNY Orange Course

Requirement

OFT106 Keyboarding	(1 credit)	Pass departmental test
BUS203 Business Communications	(3 credits)	Pass departmental test

Microsoft Office User Specialist (MOUS) and AAS Accounting Technician

SUNY Orange Course

Requirement

OFT106 Keyboarding	(1 credit)	Pass departmental test
BUS203 Business Communications	(3 credits)	Pass departmental test
MAT101 Elementary Algebra	(3 credits)	Place into MAT102, Intermediate Algebra or higher

Microsoft Office User Specialist (MOUS) and AAS Business: Business Management

SUNY Orange Course

Requirement

OFT106 Keyboarding	(1 credit)	Pass departmental test
BUS203 Business Communications	(3 credits)	Pass departmental test
MAT101 Elementary Algebra	(3 credits)	Place into MAT102, Intermediate Algebra or higher

Microsoft Office User Specialist (MOUS) and AAS Medical Office Assistant

SUNY Orange Course

Requirement

MAT101 Elementary Algebra	(3 credits)	Placement into MAT102, Intermediate Algebra or higher
BUS203 Business Communications	(3 credits)	Pass departmental test
OFT108 Intermediate Computer Keyboarding	(3 credits)	"C-" or better in OFT109, Advanced Computer Keyboarding
OFT209 Microsoft Word	(3 credits)	Obtain "expert" status on MOUS certification exam in Word