

## College Operating Procedures (COP)



**Procedure Title:** Credit Award Based on American Council of Education National Guide to College Credit for Workforce Training (ACE)  
**Procedure Number:** 03-1002  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** Florida SouthWestern State College (College) recognizes the American Council on Education National Guide to College Credit for Workforce Training (ACE) recommendations for the award of college credit based on formal courses or examinations offered by various organizations including businesses, unions, military and government.

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### **Guidelines:**

ACE course and exam credit recommendations can be found at the National Guide to College Credit for Workforce Training website, located at <http://www.acenet.edu/nationalguide>.

The College recognizes the recommendations of ACE as shown on the following pages. Academic divisions within the College may also make a determination, on a case-by-case basis, of credit awards for training programs or examinations not listed, but contained in one of the ACE publications. If the program or exam requested for evaluation is not listed below, the student should provide the appropriate academic division with documentation, including an official ACE transcript if deemed appropriate, to assist in determining the feasibility of a credit award. The District Dean of Instruction will notify the Office of the Registrar accordingly.

### **Procedures:**

To be awarded college credit based on ACE recommendations, the College Office of the Registrar must receive official documentation of successful completion of the training, or examination scores, as indicated on an official ACE transcript. ACE transcripts should be submitted directly to Florida SouthWestern State College, Office of the Registrar, 8099 College Parkway, Fort Myers, FL 33919. Credit will not be awarded if it duplicates credit already posted to a student's transcript.

<b>Recognized Examinations (must achieve passing score)</b>					
<b>Title of Examination</b>	<b>Sponsoring Organization</b>	<b>Effective Dates</b>	<b>Passing Score</b>	<b>Florida SouthWestern State College Course Equivalent</b>	<b>Number of Credits Awarded</b>
Certified Professional Secretary Part I: Finance and Business Law	International Association of Administrative Professionals	November 1994 to October 31, 2004	Pass	BUL 2241 Business Law I ECO 2013 Economics I ACG 1001 Financial Accounting I	3 3 3
Certified Professional Secretary Part II: Office Systems and Administration	International Association of Administrative Professionals	November 1994 to October 31, 2004	Pass	CGS 1000 Computer Literacy CGS 1100 Microcomputer Skills SLS 1331 Personal Business Skills	3 3 3
Certified Professional Secretary Part III: Management	International Association of Administrative Professionals	November 1994 to October 31, 2004	Pass	MAN 2021 Management Principles MAN 2241 Organizational Behavior MNA 2300 Personnel Administration	3 3 3
Associate Technology Specialist Certification: Database Development and Database Administration Cluster	The Chauncey Group International	November 2000 to September 30, 2004	Pass	CIS 2321 Data Systems and Management	3
Associate Technology Specialist Certification: Network Design and Network Administration Cluster	The Chauncey Group International	November 2000 to September 30, 2004	Pass	CDA 2500 Networking II	3

Associate Technology Specialist Certification: Programming/Software Engineering Development and Implementation Cluster	The Chauncey Group International	November 2000 to September 30, 2004	Pass	COP 1000 Introduction to Computer Programming with Visual Basic	3
Associate Technology Specialist Certification: Technical Support Administration/Maintenance and Installations/Upgrades Cluster	The Chauncey Group International	November 2000 to September 30, 2004	Pass	CGS 2260 – Computer Hardware and Software Maintenance	3
Associate Technology Specialist Certification: Web Development and Administration Cluster	The Chauncey Group International	November 2000 to September 30, 2004	Pass	COP 1822 - Internet Programming	3
Associate Computing and Certified Computing Professional, Examination	Institute for Certification of Computer Professionals	May 1990 to December 2001	70%	CGS 1000 Computer Literacy GEB 1011 Introduction to Business CIS 2321 Data and Systems Management MAN 2021 Management Principles CGS 2541 Advanced Database Computing	3 3 3 3 3
Associate Computing and Certified Computing Professional, Micro-computing and Network Exams	Institute for Certification of Computer Professionals	January 1994 to December 2001	70%	CGS 1100 Microcomputer Applications CNT 1000 Networking Essentials	3 3
Associate Computing and Certified Computing Professional, Procedural	Institute for Certification of Computer Professionals	May 1990 to December 2001	70%	COP 1000 Introduction to Computer Programming with	3

Programming Exam					Visual Base	
Associate Computing Professional and Certified Computing Professional, Languages Exam – C++	Institute for Certification of Computer Professionals	January 1994 to December 2001	70%		COP 1224 Programming with C++	3