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Loretta Costin, Chancellor
Division of Career and Adult Education



September 13, 2011

MEMORANDUM

TO: Career and Technical Education Directors

FROM: Loretta Costin 

SUBJECT: Microsoft Office Bundle Certifications

The Department has received several inquiries regarding the requirements for the Microsoft Office Bundle certifications which have been included on the "Industry Certification Funding List" for several years. At least one district has inquired about whether the Microsoft Office Specialist exams for the Office 2003 suite may be used to satisfy the exam requirements for the Microsoft Office Bundle. The relevant code used to identify the current bundled certification is as follows:

MICRO069 = Microsoft Office Specialist (MOS) Bundle Certification

- Based on passing three of five Microsoft Office 2007 exams
- Approved starting in 2010-11

The requirements for earning the certification are specified in the detailed description developed by Workforce Florida, Inc. for the "Comprehensive Industry Certification List." The descriptions for the approved certifications are posted by the Agency here:

<http://workforceflorida.com/PrioritiesInitiatives/EducationalInitiatives/cape.php>.

The Microsoft Office Bundle certifications have always been listed based on the use of the Office 2007 and/or Office 2010 exams. Beginning with the 2010-11 description, the specific exam numbers have been included in the certification description. See the 2010-11 Comprehensive Industry Certification List for the specific description:

<http://workforceflorida.com/PrioritiesInitiatives/EducationalInitiatives/cape/2010-11ComprehensiveExpandedFinal2-3-11.pdf>.

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Data reporting for the Microsoft bundle should be based on the certification requirements as specified in the detailed description.

If you have any questions regarding this information, please contact Tara Goodman at tara.goodman@fldoe.org or 850-245-9002.

Thank you.

LC/tgg