

Tech Express Articulation to Valencia Administrative Office Management A.S. Degree

with [Orange Technical College Administrative Office Specialist Program](#) for up to 18 earned college credits

(Please see Business, Management, and Administration Career Program Advisor for A.S. degree and/or technical certificate course scheduling options.)

Criteria for Award of Credit: Students completing an articulated program at Orange Technical College (OTC) can earn Valencia College (VC) credits in the articulated Associate in Science degree by satisfying the following criteria: 1. Prior to graduation, it is recommended that you meet with your campus Tech Express to Valencia advisor; 2. Complete required technical college program at OTC; 3. Complete approved assessment(s) listed below for award of credit; 4. Enroll and attend Valencia College after technical college graduation. Valencia will award Tech Express credits up to three years after technical college graduation. Beyond three years, exceptions will be considered if students can demonstrate current industry knowledge (e.g., employer letter); 5. Provide documentation required for approved assessment(s) to VC Career Program Advisor or Program Chair for articulated A.S. degree. Upon completion of evaluation process, credit will be awarded after drop/add date.

Course Equivalency in Specialized Courses:

OTC Articulated Program	Assessment for Award of Credit	VC Course and Credit	Earned Credit Potential	VC A.S. Degree
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Administrative Office Specialist (1050 Hours) </div>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Completion of acceptable portfolio of work in digital or PDF format including the following evidence: 1) resume; 2) certificate of program completion 3) three- or five-minute timed writing; 4) sample documents using Word, Excel, Access, PowerPoint, and a brochure created in Publisher; 5) a one-page report; 6) one blocked-style business letter; 7) one original memorandum--no template used; 8) copy of final filing assessment</p> <p>AND</p> <p><u>Current</u> and <u>valid</u> copy of an approved and acceptable industry certification such as: 1) Microsoft Office Specialist (MOS) (MICRO069) or 2) Certified Administrative Professional (CAP) from the International Association of Administrative Professionals (IAAP).</p> </div>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> OST 1100 Keyboarding & Document Processing I (3 credits) and OST 1110 Keyboarding & Document Processing II (3credits) and OST 1335 Business Communications (3 credits) and OST 1355 Records Management & Legal Implications (3 credits) and OST 2813 Desktop Publishing (3 credits) and OST 2854 Microsoft Office (Applications Package) (3 credits) </div>	18 credits	Administrative Office Management