

# 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 *School of Business, Student Success Coach 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 Coach; 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 a Tech Express Coach. Upon completion of evaluation process, credit will be awarded.

## Course Equivalency in Specialized Courses:

OTC Articulated Program	Assessment for Award of Credit	VC Course and Credit	Earned Credit Potential	VC A.S. Degree
Administrative Office Specialist (1050 Hours)	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 <b>AND</b> <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).	OST 1100 Keyboarding & Document Processing I (3 credits) <b>and</b> OST 1110 Keyboarding & Document Processing II (3credits) <b>and</b> OST 1335 Business Communications (3 credits) <b>and</b> OST 1355 Records Management & Legal Implications (3 credits) <b>and</b> OST 2813 Desktop Publishing (3 credits) <b>and</b> OST 2854 Microsoft Office (Applications Package) (3 credits)	18 credits	Administrative Office Management