

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

with [Orange Technical College Accounting Operations Program](#) for up to 6 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 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 VC Student Success Coach 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
Accounting Operations (900 Hours)	<p><i>Current</i> and <i>valid</i> copy of one of the following approved industry certifications: 1) Microsoft Office Specialist, MOS-MICRO069 or 2) Microsoft Office Master, MOM-MICRO017.</p>	<p>OST 2854 Microsoft Office (Applications Package) (3 credits)</p>	3 credits	Administrative Office Management
	<p>Minimum score of 70% on Valencia electronic assessment taken on VC campus and graded by VC faculty or taken on OTC campus and proctored by Tech Express advisor.</p>	<p>APA 1111 College Accounting (3 credits)</p>	3 credits	