

# Tech Express Articulation to Valencia College A.S. Degree in Medical Administration

with [Orange Technical College Medical Administrative Specialist Program](#) for 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 project(s)/certification(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  | Articulated VC Course and Credit   | Earned Credit Potential | Articulated A.S. Degree       |
|---|---|--|-------------------------|-------------------------------|
| <p>Medical Administrative Specialist (1050 Hours)</p> | <p>Must present an acceptable portfolio of work (digital format preferred – one PDF file) to be assessed and evaluated by the Medical Administration Program Chair and should include:</p> <p>Evidence of program completion from OTC; Resume; Proof of 3 or 5 minute timed writing; Copy of final filing test; One sample document using each software application: (Word, Excel, Access, PowerPoint) OR MOS certification; One-page report in APA or MLA format; Formatted business letter in block style; One original memorandum; Medical terminology final exam report; Medisoft – medical documentation cycle; and Medical transcription items from the following areas: (Orthopedics, Cardiopulmonary, Gastrointestinal, Dermatology Plastics Report, Obstetrics/Gynecology, Heent, and/or others as appropriate. <a href="#">See Addendum A for more specific portfolio requirements.</a></p> <p>Submit a current and valid copy of an approved and acceptable industry certification such as the Microsoft Office Specialist (MOS) certification or Certified Medical Administrative Assistant (CMAA) from the National Health Career Association.</p> | <p>OST 1100 Keyboarding &amp; Document Processing I (3 credits)</p> <p>OST 1257 Medical Terminology for the Office (3 credits)</p> <p>OST 1355 Records Management &amp; Legal Implications (3 credits)</p> <p>OST 1611 Medical Transcription (3 credits)</p> <p>OST 2464 Medisoft-Office Management Software (3 credits)</p> <p>OST 2854 Microsoft Office (Applications Package) (3 credits)</p> | <p>18 credits</p>       | <p>Medical Administration</p> |