

January 31, 2020

CREDIT BY EXAMINATION (CBE) – Office & Medical Administration

Credit-by-Examination tests are scheduled for West Campus beginning Tuesday, March 24, 2020.

A CBE Application and \$15 payment fee for each test must be paid at the Business Office BEFORE the deadline date of Thursday, March 19, 2020. I addition, submit ALL to one of the Division offices listed by March 19 to either campus-East Campus, Building 8, Room 105, 407-582-2551 OR West Campus Building 7, Room 107, 407-582-1069 OR to Osceola Campus Building 3, Room 319, 407-582-4895.

=====
Scheduled tests will be on Tuesday, March 24, 2020 in Classroom, Building 7, Room 145, West Campus, from 12:00 - 2:00 pm for:

****OST1110 Keyboarding & Document Processing II, 3 credit hours**

****OST1100 Keyboarding & Document Processing I, 3 credit hours**

****OST1141 Computer Keyboarding, 1 credit hour**

(Allow at least two hours for each exam.)

****The CBE for Keyboarding I, II and Computer Keyboarding ARE NOT just a typing test—there are applications and theory the students must know. (Refer to the study sheet at**

<http://valenciacollege.edu/departments/east/business/waiverandcreditbyexaminformation.cfm> .

Note that a “No Show” on test day cancels your application.

You can go online at

<http://valenciacollege.edu/departments/east/business/waiverandcreditbyexaminformation.cfm> for Information Sheets (Study Guide) and an Application or you could pick up these items at the following Division Business office locations:

East Campus, Building 8, Room 105, 407-582-2551

West Campus Building 7, Room 107, 407-582-1069

Osceola Campus Building 3, Room 319, 407-582-4895

=====
Proctored Tests will be made available at the West Campus Testing Center with a received CBE application & \$15 payment fee receipt beforehand. In addition, a photo ID is required on the day of testing.

The testing center is located in Building 11, Room 142 between the hours of 8 am and 6 pm, office phone 407-582-1323 & 407-582-5369.

Tuesday, March 24, 2020 or Wednesday, March 25, 2020

CBE OST1257 Medical Terminology for the Office, 3 credit hours

CBE OST1467 Introduction to Body Systems for OST, 3 credit hours

(Allow at least two hours for each exam.)

=====
Important: A reminder that the application must be processed by the Business Office and fee paid by Thursday, March 19, at the East, West or Osceola Campus Business Office for each test taken. Include a copy of the paid receipt along with your application and MUST be submitted to the Division office by March 19.

The West Campus Division Office is located in Building 7, Room 107. Please note that Credit-by-Exam tests are given on East Campus in November, West Campus in March and Osceola Campus in June. Contact each campus for exact dates.

Any questions? Contact Professor M. Howard, mhoward@valenciacollege.edu, West Campus, 407-582-1423