

**ARTICULATION AGREEMENT
BETWEEN
VALENCIA COMMUNITY COLLEGE
and
ORANGE TECHNICAL EDUCATION CENTERS -
MID-FLORIDA TECH/ORLANDO TECH/WESTSIDE TECH/WINTER PARK TECH**

**Accounting Operations
Office Related Programs
and
Office Administration
Medical Office Administration
Medical Information Coder/Biller Administration**

In a continuing effort to provide career ladder opportunities for students in career and technical education programs, Valencia Community College agrees to extend full college credit at no cost (other than the application for admission fee) to eligible students who have completed one of the following specified programs at Orange Technical Centers, Orange County Public Schools.

COURSE EQUIVALENCY IN SPECIALIZED COURSES

**ORLANDO TECH & WINTER
PARK TECH PROGRAM**

Accounting Operations
(900 Hours)

VALENCIA COMMUNITY COLLEGE PROGRAM

Office Administration A.S. Degree (10 credits)
OST 2831 Microsoft Windows (Operating System) (1 Credit)
OST 2854 Microsoft Office (Applications Pack) (3 credits)
OST 2858 Microsoft Excel (3 credits)
APA 1111 Basic Accounting (3 credits)

**ORLANDO TECH, WESTSIDE
TECH & WINTER PARK TECH**

Administrative Assistant
(1050 Hours)

**Office Administration A.S. Degree, Medical Information
Coder/Biller Administration A. S. Degree, Medical Office
Administration A.S. Degree (18 credits)**
OST 1100 Keyboarding & Document Processing I (3 Credits)
OST 1335 Business Communications (3 Credits)
OST 1355 Records Management & Legal Implications (3 Credits)
OST 1601 Machine Transcription (3 Credits)
OST 2813 Desktop Publishing (3 Credits)
OST 2854 Microsoft Office (Applications Pack) (3 Credits)

WINTER PARK TECH

Court Reporting
(2850 Hours)

Office Administration A.S. Degree (13 Credits)
OST 1100 Keyboarding & Document Processing I (3 Credits)
OST 1257 Medical Terminology for the Office (3 Credits)
OST 1335 Business Communications (3 Credits)
OST 2252 Legal Terminology (3 Credits)
OST 2831 Microsoft Windows (Operating System) (1 Credit)

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WINTER PARK TECH

Medical Coder/Biller

(1000 Hours)

Medical Information Coder/Biller Admin.A.S. Degree (28 Cr)

MTB 1103 Business Mathematics (3 Credits)

OST 1100 Keyboarding & Document Processing I (3 Credits)

OST 1257 Medical Terminology for the Office (3 Credits)

OST 1335 Business Communications (3 Credits)

OST 1355 Records Management & Legal Implications (3 Credits)

OST 1467 Introduction to Body Systems for OST (3 Credits)

OST 2450 ICD-9 Coding (3 Credits)

OST 2453 CPT-4 Medical Coding (3 Credits)

OST 2464 Medisoft (3 Credits)

OST 2831 Microsoft Windows (Operating System) (1 Credit)

**WINTER PARK TECH &
WESTSIDE TECH ***

Medical Assisting

(1050 Hours)

**Medical Information Coder/Biller Administration A.S. Degree,
Medical Office Administration A.S. Degree (15 Credits)**

OST 1257 Medical Terminology for the Office (3 Credits)

OST 1467 Introduction to Body Systems for OST (3 Credits)

OST 1355 Records Management & Legal Implications (3 Credits)

OST 1611 Medical Transcription (3 Credits)

OST 2450 ICD-9 Coding (3 Credits)

WINTER PARK TECH

Medical Record Transcribing

(1020 Hours)

**Medical Information Coder/Biller Administration A.S. Degree,
Medical Office Administration A.S. Degree (33 Credits)**

MTB 1103 Business Mathematics (3 Credits)

OST 1100 Keyboarding & Document Processing I (3 Credits)

OST 1257 Medical Terminology for the Office (3 Credits)

OST 1335 Business Communications (3 Credits)

OST 1355 Records Management & Legal Implications (3 Credits)

OST 1467 Introduction to Body Systems for OST (3 Credits)

OST 1611 Medical Transcription (3 Credits)

OST 2756 Microsoft Word (3 Credits)

OST 1110 Keyboarding & Document Processing II (3 Credits)

OST 2612 Medical Transcription II (3 Credits)

SLS 1122 Student Success (3 Credits)

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**ORLANDO TECH, WINTER
PARK TECH & WESTSIDE TECH ***
Medical Administrative Specialist
(1050 Hours)

VALENCIA COMMUNITY COLLEGE PROGRAM
**Medical Information Coder/Biller Administration A.S. Degree,
Medical Office Administration A.S. Degree (18 Credits)**
OST 1100 Keyboarding & Document Processing I (3 Credits)
OST 1257 Medical Terminology for the Office (3 Credits)
OST 1335 Business Communications (3 Credits)
OST 1355 Records Management & Legal Implications (3 Credits)
OST 1611 Medical Transcription (3 Credits)
OST 2464 Medisoft (3 Credits)

WINTER PARK TECH
Voice Writing
(1620 Hours)

Office Administration A.S. Degree (13 Credits)
OST 1100 Keyboarding & Document Processing I (3 Credits)
OST 1257 Medical Terminology for the Office (3 Credits)
OST 1335 Business Communications (3 Credits)
OST 2252 Legal Terminology (3 Credits)
OST 2831 Microsoft Windows (Operating System) (1 Credit)

MAXIMUM AWARD OF CREDIT

This agreement makes it possible for a student to receive ten to thirty-three (10 – 33) semester hours of college credit towards the Office Administration/Medical Office Administration/Medical Information Coder/Biller Administration programs at Valencia Community College which is in accordance with commonly accepted good practice in higher education.

EDUCATIONAL PROGRAM

Valencia and Orange County Public Schools faculty and staff with responsibility for supervision and coordination of the Accounting Operations and Office Related programs have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures meet the college standards for college credit course work and that the learning outcomes are:

1. consistent with the course work in AAS/AS degree being articulated.
2. taught by faculty who have a minimum of an AAS/AS degree in the required area or meet other described criteria.

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TRANSFERRING PROCESS

The transferring student must have compiled a GPA of "C" or better and must furnish a certificate of completion for the Accounting Operations or Office Related programs at Orange Technical Education Centers, along with an official signed copy of their student record.

To have the courses reported on the official Valencia Community College transcript, transferring students must:

1. Meet regular College entrance requirements.
2. Complete the College Application and pay the College Admission Fee.
3. Be accepted into Valencia within five years of completing the Accounting Operations or Office Related programs.
4. Declare a major in the articulated program.
5. Comply with the appropriate placement, course prerequisites and requirements of the college.
6. Successfully complete course work with a "C" or better at Valencia while currently enrolled on either a part-time or full-time basis for one semester in Office Administration related programs to have the credit awarded on the official college transcript.
7. *Students from Westside Tech's Medical Assisting and Medical Administrative Specialist program must submit a portfolio to be evaluated by the Office Administration Program Director.
8. The Deans of Business and Program Directors, for East, West and Osceola Campuses at Valencia, will evaluate the student's record and notify the Registrar's Office of acceptable credit to be transferred and awarded.

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TERMS OF AGREEMENT

This agreement shall be reviewed annually and evaluated biannually. It shall remain in effect from March 2009 until either party identifies a need for revision or terminates this agreement with thirty days written notice.