

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

**OFFICE ADMINISTRATION
MEDICAL OFFICE ADMINISTRATION
MEDICAL INFORMATION CODER/BILLER ADMINISTRATION**

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

COURSE EQUIVALENCY IN SPECIALIZED COURSES

**ORLANDO TECH, WESTSIDE
TECH/MID FLORIDA TECH/
WINTER PARK TECH PROGRAM**

VALENCIA COMMUNITY COLLEGE PROGRAM

Administrative Assistant

**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 PageMaker (Desktop Publishing) (3 Credits)
OST 2854 Microsoft Office (Applications Pack) (3 Credits)

**WINTER PARK TECH
Court Reporting**

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)

**WINTER PARK TECH
Legal Administrative Specialist**

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 2252 Legal Terminology (3 Credits)
OST 2431 Legal Office Procedures I (3 Credits)

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WINTER PARK TECH

Medical Coder/Biller

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

Medical Assisting

**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

**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)

**ORLANDO TECH, WESTSIDE
TECH, WINTER PARK TECH
Medical Administrative Specialist**

**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)

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**MD-FLORIDA TECH, ORLANDO
TECH, WESTSIDE TECH, and
WINTER PARK TECH
PC Support Services**

Office Administration A.S. Degree (20 Credits)
OST 1100 Keyboarding & Document Processing I (3 credits)
OST 1335 Business Communications (3 credits)
OST 2794 Internet for Office Employees (3 credits)
OST 2828 Microsoft PowerPoint (1 credit)
OST 2831 Microsoft Windows (1 credits)
OST 2836 Microsoft Access (3 credits)
OST 2854 Microsoft Office (3 credits)
OST 2858 Microsoft Excel (3 credits)

**WINTER PARK TECH
Voice Writing**

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 the following semester hours of college credit towards the programs noted below at Valencia Community College which is in accordance with commonly accepted good practice in higher education.

<u>Valencia Program</u>	<u>Tech Center</u>	<u>Program</u>	<u>#Possible Credits</u>
Office Administration Medical Information Coder/Biller Admin. Medical Office Administration	Orlando Tech, Westside Tech Mid Florida & Winter Park Tech	Administrative Assistant	18 Credits
Office Administration	Winter Park Tech	Court Reporting	13 Credits
Office Administration	Winter Park Tech	Legal Admin. Specialist	18 Credits
Medical Information Coder/Biller Admin.	Winter Park Tech	Medical Coder/Biller	28 Credits
Medical Information Coder/Biller Admin. Medical Office Administration	Winter Park Tech	Medical Assisting	15 Credits
Medical Information Coder/Biller Admin. Medical Office Administration	Winter Park Tech	Medical Record Transcribing	33 Credits
Medical Information Coder/Biller Admin. Medical Office Administration	Orlando Tech, Westside Tech, & Winter Park Tech	Medical Admin. Specialist	18 Credits
Office Administration	Mid-Florida Tech, Orlando Tech, Westside Tech, & Winter Park Tech	PC Support Services	20 Credits
Office Administration	Winter Park Tech	Voice Writing	13 Credits

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EDUCATIONAL PROGRAM

Valencia and Orange County Public Schools faculty and staff with responsibility for supervision and coordination of the Office Administration 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 A.A.S./A.S. 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.

TRANSFERRING PROCESS

The transferring student must have compiled a GPA of "C" or better and must furnish a certificate of completion for the Office Administration 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 Office Administration 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 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. 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 2006 until either party identifies a need for revision or terminates this agreement with thirty days written notice.