



A DUAL ENROLLMENT CAREER PATHWAY FOR

ADMINISTRATIVE OFFICE TECHNOLOGY

tctc.edu/careerpathways

About the Program

- What's new in today's technology is often outdated just months later, so an administrative professional must have a versatile skill set. TCTC's program teaches important skills like critical thinking, office systems and software and interpersonal relations.
- The program enables students to get a well-rounded education, including a grasp of accounting, office management and desktop publishing.

About the Pathway

- Earn 12 hours of college credit that you can use toward an Associate in Applied Science Degree in Administrative Office Technology or related credentials. Additional college credit may be earned through Technical Advanced Placement (TAP).
- Take your dual enrollment classes at a TCTC Campus alongside college students or at a college site in your district.
- For information on TAP credit, go to www.tctc.edu/TAP.

Administrative Office Technology CAREER PATHWAY

IN HIGH SCHOOL

12th Grade:

1st Semester

- ENG 101*
- MAT 155 or MAT 120*

2nd Semester

- ENG 205
- CPT 170

*These classes if you plan to continue education beyond Associate Degree

(please see course descriptions on back)

**HIGH SCHOOL GRADUATION +
12 HOURS OF COLLEGE CREDIT**

AFTER HIGH SCHOOL ADMINISTRATIVE OFFICE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL

- AOT 105
- Social Science Elective
- BUS 101
- AOT 133
- CPT 270

SPRING

- AOT 110
- AOT 134
- AOT 137
- Humanities
- Program Elective

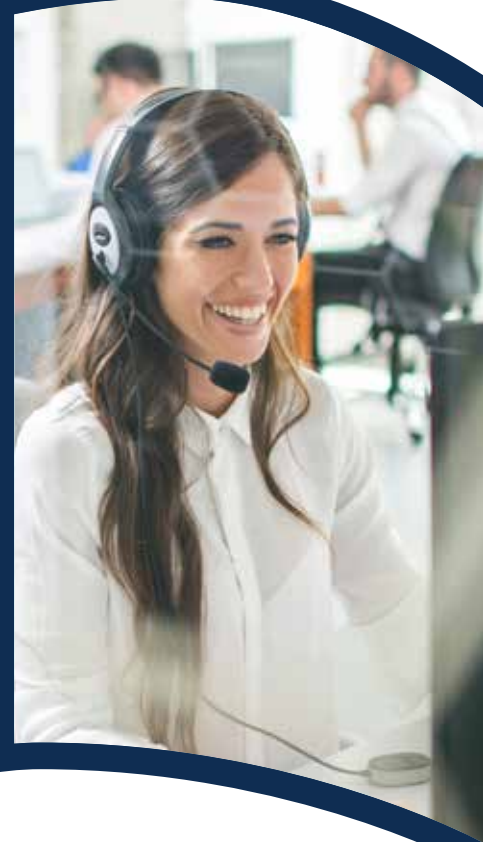
FALL

- AOT 143
- AOT 265
- MGT 101
- Program Elective

SPRING

- AOT 161
- ARV 227
- MKT 130
- Program Elective

SC Mean Annual Wages
\$29,421-\$38,046



CONNECT WITH US

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ADMINISTRATIVE OFFICE TECHNOLOGY COURSE DESCRIPTIONS

The Administrative Office Technology program prepares students for employment in various office settings in business and industry through comprehensive training in the specialized skills and office procedures needed by the professional office employee in a modern, high-tech office environment.

AOT 105 - KEYBOARDING

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course focuses on the mastery of touch keyboarding and formatting principles using a computer.

AOT 110 - DOCUMENT FORMATTING

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes speed, accuracy, and developing document-formatting skills using keyboarding competencies.

Prerequisites: AOT 105 .

AOT 133 - PROFESSIONAL DEVELOPMENT

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

AOT 134 - OFFICE COMMUNICATIONS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of grammar, punctuation, and written communication skills for the office environment.

Prerequisites: AOT 105

AOT 137 - OFFICE ACCOUNTING

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

AOT 143 - OFFICE SYSTEMS AND PROCEDURES

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes procedures and applications used in the office environment. Both manual and electronic records information management systems are included.

Prerequisites: AOT 105.

AOT 161 - RECORDS MANAGEMENT

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes records management functions and various types of storage methods, technology, and procedures. Both manual and electronic records information management systems are included.

Prerequisites: CPT 270.

AOT 265 - OFFICE DESKTOP PUBLISHING

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisites: AOT 105 .

ARV 227 - WEB SITE DESIGN I

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the production of an interactive world wide website.

Note: This course is offered in Spring.

BUS 101 - INTRODUCTION TO BUSINESS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Topics include finance, marketing, production, quality assurance, and international business issues.

CPT 170 - MICROCOMPUTER APPLICATIONS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

Note: Reading placement scores satisfactory for ENG 100 or ENG 155 is strongly recommended. This course is offered every semester.

CPT 270 - ADVANCED MICROCOMPUTER APPLICATIONS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Some of the advanced features of Microsoft Office software will be applied to solve typical business problems.

Prerequisites: CPT 170.

Note: This course is offered online every semester.

ENG 101 - ENGLISH COMPOSITION I

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisites: Satisfactory Writing placement score or a grade of C or higher in ENG 100 or in ENG 155 ; AND satisfactory Reading placement score or a grade of C or higher in RDG 100

MAT 120 - PROBABILITY AND STATISTICS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: introductory probability and statistics, including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression and correlation.

Prerequisites: Satisfactory math placement score; or MAT 102 with a grade of C or higher, or MAT 101 with a grade of A and a satisfactory reading placement score or RDG 100 with a grade of "C" or higher or ENG 101 or ENG 103 with a grade of "C" or higher.

MAT 155 - CONTEMPORARY MATHEMATICS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

The course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurements, graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or higher. Note: This course cannot be used for an AA or AS degree.

MGT 101 - PRINCIPALS OF MANAGEMENT

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MKT 130 - CUSTOMER SERVICE PRINCIPLES

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

SPC 205 - PUBLIC SPEAKING

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisites: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of "C" or higher.



TCTC

Tri-County Technical College