



# CAREER PATHWAYS FOR SUCCESS

A DUAL ENROLLMENT CAREER PATHWAY FOR ADMINISTRATION OFFICE TECHNOLOGY

For Administrative Office Technology students:

TAP credit available for AOT 105, AOT 137, and others with successful completion of TAP exam

## 12<sup>th</sup> Grade:

FALL

- MAT 155 or MAT 120\*
- ENG 155 or ENG 101\*

SPRING

- ENG 156 or SPC 205\*
- PSY 120 or PSY 201\*

FALL

- AOT 105
- AOT 133
- AOT 167
- BUS 101
- General Elective

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

FALL

- AOT 137
- AOT 263
- AOT 265
- MGT 110

SPRING

- AOT 110
- AOT 121
- AOT 141
- AOT 165
- AOT 267

SPRING

- AOT 251
- Humanities
- Program Elective
- Program Elective

**ADMINISTRATIVE OFFICE TECHNOLOGY ASSOCIATE DEGREE**

**EXIT NOW**

Entry-Level  
\$24,000-30,000  
Annually  
Median  
\$41,000 Annually

### Graduate from High School with 12 Hours of College Credit

- Build a competitive and marketable resume for administrative office work in a variety of settings.
- Earn 12 hours of college credit that you can use toward an Associate Degree in Administrative Office Technology or related credentials.
- Successful students are effective communicators, continuous learners, and comfortable with technology.
- Earn a WorkKeys certificate to illustrate competency level with prospective employers.
- 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](http://www.tctc.edu), click on High School Connection, then Technical Advanced Placement.

# 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 key-boarding 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 121 - Transcription**

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

This course provides experiences in transcribing documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents.

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 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 141 - Office Procedures I**

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

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.

Prerequisites: AOT 105 .

## **AOT 165 - Information Processing Software**

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

This course includes application of information processing software. Emphasis is placed on functions for acceptable document formatting and processing (MS Word).

Prerequisites: AOT 105 .

## **AOT 167 - Information Processing Applications**

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

This course emphasizes applications and features of information processing software.

## **AOT 251 - Administrative Systems and Procedures**

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

This course covers processing information in the office. Emphasis is on increasing proficiency in

performing a variety of office tasks (MS Word, Excel, Access).

Prerequisites: AOT 165 , AOT 263 , AOT 267 .

## **AOT 263 - Office Database Applications**

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

This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment (MS Access).

Prerequisites: AOT 105 or CPT 170 .

## **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 .

## **AOT 267 - Integrated Information Processing**

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

This course emphasizes the application of integrated computer software (MS Excel).

Prerequisites: AOT 105 .

## **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.

## **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

## **ENG 155 - Communications I**

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

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisites: Satisfactory Writing placement score or grade of C or higher in ENG 032 ; AND satisfactory Reading placement score or a grade of C or higher in RDG 100

## **ENG 156 - Communications II**

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

This course is a continuation of the development of

communication skills through writing, speaking, and library research assignments.

Prerequisites: A grade of C or better in ENG 155 or in ENG 101 .

## **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 above, or MAT 101 with a grade of A.

## **MAT 155 - Contemporary Mathematics**

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

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or above.

## **MGT 110 - Office Management**

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

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

## **PSY 120 - Organizational Psychology**

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

This course is a study of basic psychological principles of supervision and organizational dynamics. Emphasis is placed on people skills and general human relation techniques in the workplace. This course will not satisfy any Associate of Arts or Associate of Science requirements.

## **PSY 201 - General Psychology**

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

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisites: Reading and writing placement scores for ENG 101 or completion of ENG 100 , ENG 101 , or ENG 155 with a grade of C or higher. BIO 101 strongly recommended.

## **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: A grade of C or higher in ENG 101 or in ENG 103 or in ENG 155 or in ENG 156