

ADMINISTRATIVE OFFICE TECHNOLOGY

The Administrative Office Technology program at Tri-County prepares our students to meet the demands of today's ever-changing high-tech business environment. Hands-on training in computer software and office equipment, along with opportunities to build communication, interpersonal, and organization skills, will translate into exceptional administrative skills for nearly any employment setting. Students will acquire marketable 21st century employment skills highly valued by businesses, healthcare settings, educational institutions, and more. Responsibilities will vary, ranging from planning and organizing to office technology allows students to develop skills in business computer applications, office equipment usage, and general office administration; but, no matter the setting you work in, the AOT program at Tri-County will put you on the pathway to success in a great career!

STACK CERTIFICATES TO EARN AN ASSOCIATE DEGREE

Start Here

Data Entry Clerk

CERTIFICATE

FIRST SEMESTER

- AOT 105 - Keyboarding (3)
- AOT 133 - Professional Development (3)
- AOT 167 - Information Processing Applications (3)

SECOND SEMESTER

- AOT 110 - Document Formatting (3)
- AOT 165 - Information Processing Software (3)
- AOT 263 - Office Database Applications (3)

OR

Office Support Specialist

CERTIFICATE

FIRST SEMESTER

- AOT 105 - Keyboarding (3)
- AOT 133 - Professional Development (3)
- AOT 167 - Information Processing Applications (3)
- ENG 155 - Communications I (3)

SECOND SEMESTER

- AOT 110 - Document Formatting (3)
- AOT 137 - Office Accounting (3)
- AOT 165 - Information Processing Software (3)
- AOT 267 - Integrated Information Processing (3)

THIRD SEMESTER

- AOT 141 - Office Procedures I (3)
- AOT 263 - Office Database Applications (3)
- AOT 265 - Office Desktop Publishing (3)

OR

Administrative Support

DIPLOMA

FIRST SEMESTER

- AOT 105 - Keyboarding (3)
- AOT 133 - Professional Development (3)
- AOT 167 - Information Processing Applications (3)
- ENG 155 - Communications I (3)
- MAT 155 - Contemporary Mathematics (3)

SECOND SEMESTER

- AOT 110 - Document Formatting (3)
- AOT 121 - Transcription (3)
- AOT 137 - Office Accounting (3)
- AOT 165 - Information Processing Software (3)
- ENG 156 - Communications II (3)

THIRD SEMESTER

- AOT 141 - Office Procedures I (3)
- AOT 265 - Office Desktop Publishing (3)
- AOT 267 - Integrated Information Processing (3)
- Elective Program Courses (6)

OR

Associate Degree

FIRST SEMESTER

- AOT 105 - Keyboarding (3)
- AOT 133 - Professional Development (3)
- AOT 167 - Information Processing Applications (3)
- ENG 155 - Communications I (3)
- MAT 155 - Contemporary Mathematics (3)

SECOND SEMESTER

- AOT 110 - Document Formatting (3)
- AOT 121 - Transcription (3)
- AOT 165 - Information Processing Software (3)
- AOT 267 - Integrated Information Processing (3)
- BUS 101 - Introduction to Business (3)
- ENG 156 - Communications II (3)

THIRD SEMESTER

- AOT 141 - Office Procedures I (3)
- AOT 263 - Office Database Applications (3)
- AOT 265 - Office Desktop Publishing (3)
- Social Science Requirement (3)
- General Electives (3)

FOURTH SEMESTER

- AOT 137 - Office Accounting (3)
- AOT 251 - Administrative Systems and Procedures (3)
- MGT 110 - Office Management (3)
- Humanities Requirement (3)
- Elective Program Courses (6)



ACCREDITED BY:
ACCREDITATION COUNCIL FOR
BUSINESS SCHOOLS AND PROGRAMS