For Administrative Office Technology Medical Emphasis students:

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

High School Graduation with 12 Hours or More College Credit

12th Grade:

**FALL**
- MAT 155 or MAT 120*
- ENG 155 or ENG 101
- AOT 122
- AOT 167

**SPRING**
- AOT 105
- AOT 133
- AOT 167
- BUS 101

**FALL**
- AOT 105
- AOT 133
- AOT 167
- BUS 101

**SPRING**
- AOT 252
- MGT 110
- Program Elective

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

Graduate from High School with 12 Hours or More of College Credit

- Build a competitive and marketable resume for administrative office work in a variety of medical settings.
- Earn 12 hours of college credit that you can use toward an Associate in Applied Science Degree in Administrative Office Technology - Medical Emphasis or related credentials. Additional college credit may be earned through Technical Advanced Placement (TAP).
- Successful students are effective communicators, continuous learners, and comfortable with technology.
- 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.

Median $33,606 Annually
AHS 102 - Medical Terminology  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

AOT 105 - Keyboarding  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course focusing 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 122 - Medical Transcription I  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course provides experience in transcribing medical documents from dictation. 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. Prerequisites: AOT 105.

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 167 - Information Processing Applications  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course emphasizes applications and features of information processing software.

AOT 212 - Medical Document Production  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

AOT 252 - Medical Systems and Procedures  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

AOT 260 - Office Word Processing Applications  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course emphasizes the concepts of word processing for information management in an office environment. Prerequisites: AOT 105.

AOT 261 - Office Spreadsheet Application  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course emphasizes the concepts of spreadsheets for information management in an office environment. Prerequisites: AOT 105.

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.

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 above.

ENG 103  

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 101 or in ENG 156; 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.

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.