

Contact Us:

Lesley Price, Department Head
 Phone: (864) 941-8746 | E-mail: price.l@ptc.edu

Program Overview

By developing skills in keyboarding, word processing, spreadsheet applications, information management, dictation and transcription, the Administrative Office Technology graduate can provide a service necessary to the efficient operation of every business, industry and agency.

Actual work experience gained in an area business or industry gives the student an opportunity to assume on-the-job responsibilities even before graduation. Instruction in office procedures, communication applications, telephone training, information processing, accounting and other business skills gives the graduate the ability to exercise good judgment, work independently and take full responsibility for handling the details of office administration.

The required general education classes develop communication and math skills and other professional qualities necessary for the smooth operation of a modern business office.

PROGRAM REQUIREMENTS

A.A.S., Major in Administrative Office Technology

During this two-year course of study, students choose electives in the field of work in which they are most interested. The student may choose an accounting, legal, medical, medical coding/billing or Spanish concentration.

Students enrolled in the Medical Coding/Billing concentration will take AHS 174 (Medical Coding Practicum) for internship experience. All other students will take AOT 270 (SCWE in Administrative Office Technology).

A.A.S., Major in Administrative Office Technology, Accounting Concentration

Day Program

FIRST SEMESTER	CREDIT HOURS
AOT 105 Keyboarding.....	3.0
AOT 134 Office Communications.....	3.0
CPT 101 Introduction to Computers	3.0
ENG 165 Professional Communications.....	3.0
MAT 155 Contemporary Mathematics.....	3.0

SECOND SEMESTER

ACC 101 Accounting Principles I.....	3.0
Elective Social/Behavioral Science.....	3.0
ENG 101 English Composition I.....	3.0
PSY 103 Human Relations	3.0

SUMMER TERM

ACC 102 Accounting Principles II	3.0
AOT 165 Information Processing Software	3.0
IST 281 Presentation Graphics.....	3.0

THIRD SEMESTER

AOT 120 Introduction to Machine Transcription	3.0
AOT 251 Administrative Systems and Procedures.....	3.0
CPT 274 Advanced Microcomputer Spreadsheets	3.0
SPC 205 Public Speaking	3.0
Elective Humanities/Fine Arts	3.0

FOURTH SEMESTER

ACC 240 Computerized Accounting.....	3.0
AOT 161 Records Management.....	3.0
CWE 101 Cooperative Work Experience Preparation.....	1.0
CWE 112 Cooperative Work Experience.....	2.0
CPT 172 Microcomputer Data Base	3.0

TOTAL CREDIT HOURS 63.0

A.A.S., Major in Administrative Office Technology, Legal Concentration

Day Program

FIRST SEMESTER	CREDIT HOURS
AOT 105 Keyboarding.....	3.0
AOT 134 Office Communications.....	3.0
CPT 101 Introduction to Computers	3.0
ENG 165 Professional Communications.....	3.0
MAT 155 Contemporary Mathematics.....	3.0

SECOND SEMESTER **CREDIT HOURS**

BUS 121	Business Law I.....	3.0
	Elective Social/Behavioral Science.....	3.0
ENG 101	English Composition I.....	3.0
PSY 103	Human Relations	3.0

SUMMER TERM

AOT 165	Information Processing Software.....	3.0
IST 281	Presentation Graphics.....	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

ACC 101	Accounting Principles I.....	3.0
AOT 120	Introduction to Machine Transcription	3.0
AOT 251	Administrative Systems and Procedures.....	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
PSC 201	American Government.....	3.0

FOURTH SEMESTER

AOT 161	Records Management.....	3.0
CWE 101	Cooperative Work Experience Preparation.....	1.0
CWE 112	Cooperative Work Experience.....	2.0
CPT 172	Microcomputer Data Base	3.0
SPC 205	Public Speaking	3.0

TOTAL CREDIT HOURS: 63.0

A.A.S., Major in Administrative Office Technology, Medical Concentration

Day Program

FIRST SEMESTER **CREDIT HOURS**

AOT 105	Keyboarding.....	3.0
AOT 134	Office Communications.....	3.0
CPT 101	Introduction to Computers	3.0
ENG 165	Professional Communications.....	3.0
MAT 155	Contemporary Mathematics.....	3.0

SECOND SEMESTER

AOT 161	Records Management.....	3.0
AOT 165	Information Processing Software.....	3.0
ENG 101	English Composition I.....	3.0
	Elective Social/Behavioral Science.....	3.0

SUMMER TERM

AHS 102	Medical Terminology	3.0
IST 281	Presentation Graphics.....	3.0
	Elective Humanities/Fine Arts	3.0

THIRD SEMESTER **CREDIT HOURS**

ACC 101	Accounting Principles I.....	3.0
AOT 251	Administrative Systems and Procedures.....	3.0
CPT 172	Microcomputer Data Base	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
AOT 164	Medical Information Processing	3.0

FOURTH SEMESTER

AOT 120	Introduction to Machine Transcription	3.0
AOT 212	Medical Document Production.....	3.0
AOT 252	Medical Systems and Procedures	3.0
CWE 101	Cooperative Work Experience Preparation.....	1.0
CWE 112	Cooperative Work Experience.....	2.0

TOTAL CREDIT HOURS: 63.0

A.A.S., Major in Administrative Office Technology, Medical Coding/Billing Concentration

Day Program

FIRST SEMESTER **CREDIT HOURS**

AOT 105	Keyboarding.....	3.0
AOT 134	Office Communications.....	3.0
CPT 101	Introduction to Computers	3.0
ENG 165	Professional Communications.....	3.0
MAT 155	Contemporary Mathematics.....	3.0

SECOND SEMESTER

CPT 274	Advanced Microcomputer Spreadsheets	3.0
AHS 102	Medical Terminology	3.0
AOT 165	Information Processing Software.....	3.0
ENG 101	English Composition I.....	3.0

SUMMER TERM

AHS 171	Introduction to Medical Coding	4.0
BIO 112	Basic Anatomy and Physiology	4.0
	Elective Social/Behavioral Science.....	3.0

THIRD SEMESTER

CPT 172	Microcomputer Data Base	3.0
IST 281	Presentation Graphics.....	3.0
AOT 120	Introduction to Machine Transcription	3.0
AHS 172	Medical Coding and Classification System.....	5.0

FOURTH SEMESTER **CREDIT HOURS**

	Elective Humanities/Fine Arts	3.0
AOT 161	Records Management.....	3.0
AHS 173	Medical Coding Special Topics.....	3.0
AHS 174	Medical Coding Practicum	3.0

TOTAL CREDIT HOURS: 63.0

A.A.S., Major in Administrative Office Technology, Spanish Concentration

Day Program

FIRST SEMESTER	CREDIT HOURS
AOT 105 Keyboarding.....	3.0
AOT 134 Office Communications.....	3.0
CPT 101 Introduction to Computers	3.0
ENG 165 Professional Communications.....	3.0
SPA 101 Elementary Spanish I	4.0

SECOND SEMESTER

AOT 165 Information Processing Software	3.0
Elective Social/Behavioral Science.....	3.0
ENG 101 English Composition I.....	3.0
MAT 155 Contemporary Mathematics.....	3.0
SPA 102 Elementary Spanish II.....	4.0

SUMMER TERM

CPT 274 Advanced Microcomputer Spreadsheets	3.0
IST 281 Presentation Graphics.....	3.0
Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

ACC 101 Accounting Principles I.....	3.0
AOT 120 Introduction to Machine Transcription	3.0
AOT 251 Administrative Systems and Procedures.....	3.0
SPC 205 Public Speaking	3.0

FOURTH SEMESTER

CPT 172 Microcomputer Data Base	3.0
AOT 161 Records Management.....	3.0
CWE 101 Cooperative Work Experience Preparation.....	1.0
CWE 112 Cooperative Work Experience.....	2.0
PSY 103 Human Relations	3.0

TOTAL CREDIT HOURS: 65.0

Office Technician Certificate

The Office Technician certificate is designed for students who wish to obtain an entry-level data-entry position in a short period of time.

Many job postings require keyboarding, word processing and spreadsheet manipulation skills. This certificate exposes the student to all three areas with the major emphasis on intermediate and advanced word processing applications. Document production (quantity and quality) is also addressed.

These skills facilitate the student's entry into the job market, and completing an associate degree can lead to job advancement.

These certificate courses naturally feed into the Administrative Office Technology and Office Management concentration of the General Business associate degree programs.

Day Program

FIRST SEMESTER	CREDIT HOURS
BUS 101 Introduction to Business.....	3.0
CPT 101 Introduction to Computers	3.0
MGT 101 Principles of Management	3.0
AOT 105 Keyboarding.....	3.0

SECOND SEMESTER

ACC 101 Accounting Principles I.....	3.0
CPT 274 Advanced Microcomputer Spreadsheets	3.0
AOT 161 Information Management	3.0

SUMMER TERM

CPT 172 Microcomputer Data Base	3.0
IST 281 Presentation Graphics.....	3.0
AOT 165 Information Processing Software	3.0

TOTAL CREDIT HOURS: 30.0

Microcomputer Software Specialist Certificate

The Microcomputer Software Specialist certificate concentrates on the various Microsoft office software products. Microsoft Word, Excel, Access and PowerPoint are studied. These skills facilitate the student's entry into the job market and job advancement.

Day Program

FIRST SEMESTER	CREDIT HOURS
AOT 134 Office Communications.....	3.0
BUS 210 Introduction to E-Commerce in Business.....	3.0
CPT 101 Introduction to Computers	3.0
CPT 114 Computers and Programming	3.0
AOT 105 Keyboarding.....	3.0

SECOND SEMESTER

CPT 172 Microcomputer Data Base	3.0
CPT 274 Advanced Microcomputer Spreadsheets	3.0
IST 281 Presentation Graphics.....	3.0
MKT 240 Advertising.....	3.0
AOT 165 Information Processing Software	3.0

TOTAL CREDIT HOURS: 30.0

>>> Visit www.ptc.edu/academics to learn more.