PIEDMONT Technical College

Administrative Office Technology Curriculum

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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 and medical coding/billing concentration.

Students enrolled in the Medical Coding/Billing concentration will take AHS 174 (Medical Coding Practicum) for internship experience. All other students will take CWE 101 and CWE 112.

Courses with a prefix of AOT, CGC, CPT and IST must be less than 8 years old in order to count toward a certificate, diploma or degree program.

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

GENERAL EDUCATION COURSES

COURSES		CREDIT HOURS
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0
SPC 205	Public Speaking	3.0

SUBTOTAL: 18.0

REQUIRED CORE SUBJECT AREAS

COURSES		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
CPT 101	Introduction to Computers	3.0

SUBTOTAL: 15.0

OTHER COURSES REQUIRED FOR GRADUATION

COURSES		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
ACC 102	Accounting Principles II	3.0
ACC 240	Computerized Accounting	3.0
AOT 120	Introduction to Machine Transcription	3.0
AOT 251	Administrative Systems and Procedures	3.0
CPT 172	Microcomputer Database	3.0
CPT 270	Advanced Microcomputer Applications	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
CWE 101	Cooperative Work Experience Preparation	1.0
CWE 112	Cooperative Work Experience I	2.0
IST 281	Presentation Graphics	3.0

SUBTOTAL: 30.0
TOTAL CREDIT HOURS: 63.0

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

GENERAL EDUCATION COURSES

COURSES		CREDIT HOURS
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0
SPC 205	Public Speaking	3.0

SUBTOTAL: 18.0

REQUIRED CORE SUBJECT AREAS

COURSES		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
CPT 101	Introduction to Computers	3.0

SUBTOTAL: 15.0

OTHER COURSES REQUIRED FOR GRADUATION

COURSES		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
AOT 120	Introduction to Machine Transcription	3.0
AOT 251	Administrative Systems and Procedures	3.0
BUS 121	Business Law I	3.0
CPT 172	Microcomputer Database	3.0
CPT 270	Advanced Microcomputer Applications	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
CWE 101	Cooperative Work Experience Preparation	1.0
CWE 112	Cooperative Work Experience I	2.0
IST 281	Presentation Graphics	3.0
PSC 201	American Government	3.0

SUBTOTAL: 30.0
TOTAL CREDIT HOURS: 63.0

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

GENERAL EDUCATION COURSES

COURSES		CREDIT HOURS
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0

SUBTOTAL: 15.0

REQUIRED CORE SUBJECT AREAS

COURSES		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
CPT 101	Introduction to Computers	3.0

SUBTOTAL: 15.0

OTHER COURSES REQUIRED FOR GRADUATION

COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
AOT 120	Introduction to Machine Transcription	3.0
AOT 251	Administrative Systems and Procedures	3.0
AOT 164	Medical Information Processing	3.0
AOT 212	Medical Document Production	3.0
AOT 252	Medical Systems and Procedures	3.0
CPT 172	Microcomputer Database	3.0
CPT 270	Advanced Microcomputer Applications	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
CWE 101	Cooperative Work Experience Preparation	1.0
CWE 112	Cooperative Work Experience I	2.0
IST 281	Presentation Graphics	3.0

SUBTOTAL: 33.0
TOTAL CREDIT HOURS: 63.0

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

GENERAL EDUCATION COURSES

COURSES		CREDIT HOURS
	Elective Behavioral Science	3.0
	Elective Humanities/Fine Arts	3.0
ENG 101	English Composition I	3.0
ENG 165	Professional Communications	3.0
MAT 155	Contemporary Mathematics	3.0

SUBTOTAL: 15.0

REQUIRED CORE SUBJECT AREAS

COURSES		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 134	Office Communications	3.0
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
CPT 101	Introduction to Computers	3.0

SUBTOTAL: 15.0

OTHER COURSES REQUIRED FOR GRADUATION

COURSES		CREDIT HOURS
AHS 102	Medical Terminology	3.0
AHS 171	Introduction to Medical Coding	4.0
AHS 172	Medical Coding and Classification System	5.0
AHS 173	Medical Coding Special Topics	2.0
AHS 174	Medical Coding Practicum	3.0
AOT 120	Introduction to Machine Transcription	3.0
BIO 112	Basic Anatomy and Physiology	4.0
CPT 172	Microcomputer Database	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
IST 281	Presentation Graphics	3.0

SUBTOTAL: 33.0
TOTAL CREDIT HOURS: 63.0

Customer Service and Support Certificate - CSS6

The Customer Service & Support Certificate prepares students to pursue entry-level customer service positions. Students learn to use basic computer applications and office technology skills which will help them assist their supervisors. They will also learn additional skills that will allow them to help customers by providing accurate and useful information in an appropriate manner.

REQUIRED COURSE INFORMATION

COURSES		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 133	Professional Development	3.0
AOT 134	Office Communications	3.0
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
AOT 180	Administrative Systems and Procedures	3.0
AOT 251	Customer Service	3.0
CPT 101	Introduction to Computers	3.0

SUBTOTAL: 24.0
TOTAL CREDIT HOURS: 24.0

MOS Certificate - MOS6

This program is designed to help students develop the computer application skills necessary to complete their Microsoft Office Specialist (MOS) certification. Holding a MOS certification can boost an individual's employment potential and may increase his/her entry-level salary. Students who complete this certificate may continue their education by enrolling in the associate degree program in Administrative Office Technology.

REQUIRED COURSE INFORMATION

COURSES		CREDIT HOURS
AOT 105	Keyboarding	3.0
AOT 133	Professional Development	3.0
AOT 165	Office Communications	3.0
CPT 101	Introduction to Computers	3.0
CPT 172	Microcomputer Data base	3.0
CPT 270	Advanced Microcomputer Applications	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
CPT 101	Presentation Graphics	3.0

SUBTOTAL: 24.0
TOTAL CREDIT HOURS: 24.0

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 Business Administration associate degree programs.

REQUIRED COURSE INFORMATION

COURSES		CREDIT HOURS
ACC 101	Accounting Principles I	3.0
AOT 105	Keyboarding	3.0
AOT 161	Records Management	3.0
AOT 165	Information Processing Software	3.0
BUS 101	Introduction to Business	3.0
CPT 101	Introduction to Computers	3.0
CPT 172	Microcomputer Database	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
IST 281	Presentation Graphics	3.0
MGT 101	Principles of Management	3.0

SUBTOTAL: 30.0
TOTAL CREDIT HOURS: 30.0

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