

# Administrative Office Technology Curriculum

## Contact Us:

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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's 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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