2022-2023 TTC Catalog

Administrative Office Technology

Associate in Applied Science in Administrative Office Technology

Office Administration Career Path

60 Credit Hours

The Administrative Office Technology program prepares students for office work in business, industry, medical or legal offices. Students who have successfully completed the Certified Professional Secretaries exam or the Certified Administrative Professional exam may receive semester credit. See the department head for more information.

General Education Core Requirements

ENG 101 English Composition I 3
IDS 109 First Year Experience Seminar 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
PHI 110 Ethics 3

| REQ SSC | Select from Behavioral/Social Sciences | 3 |

Total: 15

Major Requirements

ACC 111 Accounting Concepts 3
AOT 105 Keyboarding 3
AOT 110 Document Formatting 3
AOT 134 Office Communications 3
AOT 161 Records Management 3
or
AOT 252 Medical Systems and Procedures 3
AOT 251 Administrative Systems and Procedures 3
AOT 256 Office Management Skills 3
CPT 172 Microcomputer Database 3
CPT 174 Microcomputer Spreadsheets 3
CPT 179 Microcomputer Word Processing 3
CPT 270 Advanced Microcomputer Applications 3
CPT 290 Microcomputer Multimedia Concepts and Applications 3
MGT 270 Managerial Communication 3
MKT 130 Customer Service Principles 3

Total: 42

Electives

Select one course from the following:

AHS 104 Medical Vocabulary-Anatomy 3
BUS 101 Introduction to Business 3
CWE Cooperative Work Experience *
LEG 135 Introduction to Law and Ethics 3

Total: 3

Admission Requirements

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.