2018-2019 TTC Catalog

Administrative Office Technology

Administrative Office Technology

Associate in Applied Science

Office Administration Career Path

66 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

AOT 110 Document Formatting 3
AOT 134 Office Communications 3
AOT 137 Office Accounting 3
AOT 161 Records Management 3
AOT 234 Administrative Office Communication 3
or
AOT 252 Medical Systems and Procedures 3
AOT 251 Administrative Systems and Procedures 3
AOT 256 Office Management Skills 3
AOT 267 Integrated Information Processing 3
BUS 101 Introduction to Business 3
CPT 172 Microcomputer Database 3
CPT 174 Microcomputer Spreadsheets 3
CPT 179 Microcomputer Word Processing 3
CPT 290 Microcomputer Multimedia Concepts and Applications 3
CPT 295 Desktop Publishing Applications 3

Total: 42

Electives

Select three courses from the following:

ACC 150 Payroll Accounting 3
AHS 104 Medical Vocabulary-Anatomy 3
AOT 105 Keyboarding 3
BUS 110 Entrepreneurship 3
BUS 121 Business Law I 3
BUS 250 Introduction to International Business 3
CPT 162 Introduction to Web Page Publishing 3
CPT 270 Advanced Microcomputer Applications 3
CWE Cooperative Work Experience *
FRE 101 Elementary French I 4
FRE 102 Elementary French II 4
IDS 201 Leadership Development 3
MKT 101 Marketing 3
MKT 110 Retailing 3
MKT 130 Customer Service Principles 3
MKT 240 Advertising 3
SPA 101 Elementary Spanish I 4
SPA 102 Elementary Spanish II 4
TRL 106 Export/Import 3

Total: 9-11

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.