



A DUAL ENROLLMENT CAREER PATHWAY FOR

# ADMINISTRATIVE OFFICE TECHNOLOGY

[tctc.edu/careerpathways](http://tctc.edu/careerpathways)

## About the Program

- What's new in today's technology is often outdated just months later, so an administrative professional must have a versatile skill set. TCTC's program teaches important skills like critical thinking, office systems and software and interpersonal relations.
- The program enables students to get a well-rounded education, including a grasp of accounting, office management and desktop publishing.

## About the Pathway

- Earn 12 hours of college credit that you can use toward an Associate in Applied Science Degree in Administrative Office Technology or related credentials. Additional college credit may be earned through Technical Advanced Placement (TAP).
- Take your dual enrollment classes at a TCTC Campus alongside college students or at a college site in your district.
- For information on TAP credit, go to [www.tctc.edu/TAP](http://www.tctc.edu/TAP).

# Administrative Office Technology CAREER PATHWAY

## IN HIGH SCHOOL

12<sup>th</sup> Grade:

1<sup>st</sup> Semester

- ENG 155 or ENG 101\*
- MAT 155 or MAT 120\*

2<sup>nd</sup> Semester

- ENG 156 or SPC 205\*
- SOCIAL SCIENCE

\*These classes if you plan to continue education beyond Associate Degree

TAP credit available for AOT 105, AOT 137, and others with successful completion of TAP exam.

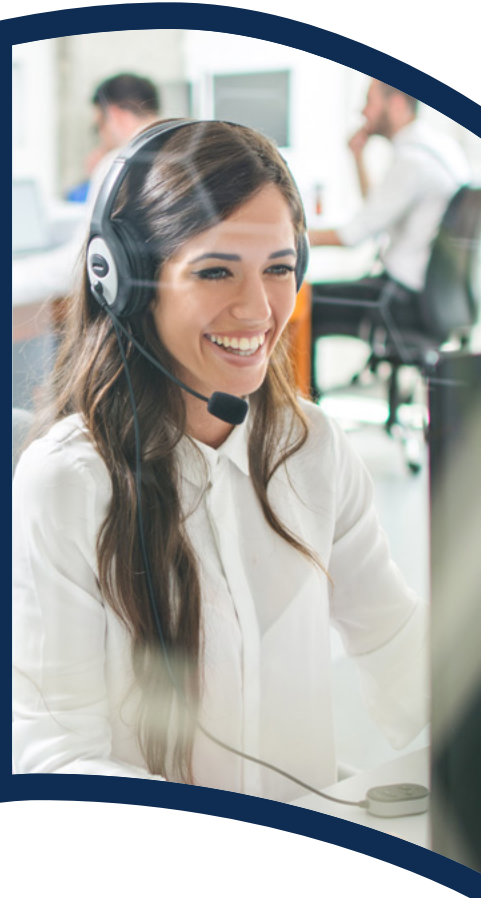
(please see course descriptions on back)

**HIGH SCHOOL GRADUATION +  
12 HOURS OF COLLEGE CREDIT**

## AFTER HIGH SCHOOL ADMINISTRATIVE OFFICE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE

<b>FALL</b>			
• AOT 105	• AOT 167	• General Elective	
• AOT 133	• BUS 101		
<b>SPRING</b>			
• AOT 110	• AOT 260	• Program Elective	
• AOT 134	• AOT 261		
<b>FALL</b>			
• AOT 141	• AOT 263	• AOT 265	• Program Elective
<b>SPRING</b>			
• AOT 137	• AOT 251	• MGT 101	• Humanities

SC Mean Annual Wages  
**\$29,421-\$38,046**



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# ADMINISTRATIVE OFFICE TECHNOLOGY COURSE DESCRIPTIONS

The Administrative Office Technology program prepares students for employment in various office settings in business and industry through comprehensive training in the specialized skills and office procedures needed by the professional office employee in a modern, high-tech office environment.

## **AOT 105 - KEYBOARDING**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course focuses on the mastery of touch keyboarding and formatting principles using a computer.

## **AOT 110 - DOCUMENT FORMATTING**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes speed, accuracy, and developing document-formatting skills using keyboarding competencies.

Prerequisites: AOT 105 .

## **AOT 133 - PROFESSIONAL DEVELOPMENT**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

## **AOT 134 - OFFICE COMMUNICATIONS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of grammar, punctuation, and written communication skills for the office environment.

Prerequisites: AOT 105

## **AOT 137 - OFFICE ACCOUNTING**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

## **AOT 141 - OFFICE PROCEDURES I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures.

Prerequisites: AOT 105 .

## **AOT 167 - INFORMATION PROCESSING APPLICATIONS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes applications and features of information processing software.

## **AOT 251 - ADMINISTRATIVE SYSTEMS AND PROCEDURES**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks (MS Word, Excel, Access).

Prerequisites: AOT 165 , AOT 263 , AOT 267 .

## **AOT 260 - OFFICE WORD PROCESSING APPLICATIONS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the concepts of word processing for information management in an office environment.

Prerequisites: AOT 105.

## **AOT 261 - OFFICE SPREADSHEET APPLICATION**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the concepts of spreadsheets for information management in an office environment.

Prerequisites: AOT 105.

## **AOT 263 - OFFICE DATABASE APPLICATIONS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment (MS Access).

Prerequisites: AOT 105 or CPT 170 .

## **AOT 265 - OFFICE DESKTOP PUBLISHING**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisites: AOT 105 .

## **BUS 101 - INTRODUCTION TO BUSINESS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Topics include finance, marketing, production, quality assurance, and international business issues.

## **ENG 101 - ENGLISH COMPOSITION I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisites: Satisfactory Writing placement score or a grade of C or higher in ENG 100 or in ENG 155 ; AND satisfactory Reading placement score or a grade of C or higher in RDG 100

## **ENG 155 - COMMUNICATIONS I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisites: Satisfactory Writing placement score or grade of C or higher in ENG 032 ; AND satisfactory Reading placement score or a grade of C or higher in RDG 100

## **ENG 156 - COMMUNICATIONS II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments.

Prerequisites: A grade of C or better in ENG 155 or in ENG 101 .

## **MAT 120 - PROBABILITY AND STATISTICS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: introductory probability and statistics, including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression and correlation.

Prerequisites: Satisfactory math placement score; or MAT 102 with a grade of C or higher, or MAT 101 with a grade of A and a satisfactory reading placement score or RDG 100 with a grade of "C" or higher or ENG 101 or ENG 103 with a grade of "C" or higher.

## **MAT 155 - CONTEMPORARY MATHEMATICS**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

The course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurements, graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or higher.

Note: This course cannot be used for an AA or AS degree.

## **MGT 101 - PRINCIPALS OF MANAGEMENT**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **SPC 205 - PUBLIC SPEAKING**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisites: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of "C" or higher.



**TCTC**  
Tri-County Technical College