



A DUAL ENROLLMENT CAREER PATHWAY FOR

ADMINISTRATIVE OFFICE TECHNOLOGY (MEDICAL EMPHASIS)

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- What's new in today's technology is often outdated just months later, so an administrative professional must have a versatile skill set.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.
- TCTC uses software based on EPIC in our medical emphasis program, which is the same software used by local medical facilities like AnMed and Prisma.

About the Pathway

- Earn 12 hours of college credit that you can use toward an Associate in Applied Science Degree in Administrative Office Technology - Medical Emphasis 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.

Administrative Office Technology (MEDICAL EMPHASIS) CAREER PATHWAY

IN HIGH SCHOOL

12th Grade:

1st Semester

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

2nd 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 MEDICAL EMPHASIS ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL

- AOT 105
- AOT 133
- AOT 167
- BUS 101

SPRING

- AHS 102
- AOT 110
- AOT 134
- AOT 260
- AOT 261

FALL

- AOT 122
- AOT 141
- AOT 212
- AOT 263
- Humanities

SPRING

- AOT 137
- AOT 252
- MGT 101
- Program Elective

SC Mean Annual Wages
\$30,904-\$38,493



CONNECT WITH US

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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.

AHS 102 - MEDICAL TERMINOLOGY

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

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

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 122 - MEDICAL TRANSCRIPTION I

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

This course provides experience in transcribing medical documents from dictation.

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. This course also provides an in-depth study of a graphical user interface by using Windows 10 and PowerPoint.

AOT 212 - MEDICAL DOCUMENT PRODUCTION

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

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

AOT 252 - MEDICAL SYSTEMS AND PROCEDURES

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

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

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 .

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