

ADMINISTRATIVE OFFICE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry-desired technical and interpersonal skills to be effective members and leaders of an office team.

Program options

This program is available in four concentrations: Business Systems, Medical Specialist, Data Analytics or Legal Specialist. *The Administrative Office Technology Associate in Applied Science degree allows students to select one of the following concentrations. **Students can only be awarded ONE associate in applied science degree in Administrative Office Technology.** If students want to expand their knowledge of other Administrative Office technology areas of study, they may consider any available certificate under Administrative Office Technology. Likewise, **individual certificates can only be awarded once.***

- **Business Systems Concentration:**

This program prepares students for administrative-level office positions in business, industry and/or government agencies. Preparation includes training in technologies and soft skills needed in today's dynamic office setting. Skills include keyboarding, MS Office applications, desktop publishing, office procedures and practices, accounting, professional development, and business communication. Upon completion of the program, students will be proficient in a variety of the latest business applications software packages, written and oral communication, customer service, Internet research, and office management skills, which are needed to be an efficient and effective member of an office team working in the current global workplace environment.

- **Medical Specialist Concentration:**

The medical concentration prepares students for administrative-level positions focused on the needs of the medical community, with emphasis on working in doctors' offices, hospital systems, medical organizations, insurance companies, business and industry. Upon completion of the program, students will be proficient in the use of medical scheduling and billing software, the latest business applications software packages, written and oral communication, customer service, Internet research, and office management skills, which are needed to be an efficient and effective member of an office team working in the current global work environment.

- **Data Analytics Concentration:**

This program prepares students for administrative-level office positions in technology industries and prepares students to support companies and industries that require administrative assistants to understand and use technology to support their data analysis needs. Preparation includes training in computer and information systems technologies as well as soft skills needed in any dynamic office setting. Skills include keyboarding, MS Office applications, office procedures, business communication, computer fundamentals, internet programming, databases and other emerging technologies. Upon completion of the program, students will be proficient in a variety of the latest business applications software packages, written

and oral communication, customer service and office management skills, as well as with hardware and software that support the data and logistical needs of industry.

- **Legal Specialist Concentration:**

The legal specialist concentration prepares students for administrative-level positions focused on the needs of the legal community, with emphasis on working in lawyers' offices. Upon completion of the program, students will be proficient in legal terminology, legal applications, written and oral communication, customer service, and office management skills. In addition, students will also be proficient in keyboarding, MS Office applications and computer fundamentals. This concentration prepares students to meet the administrative needs specific to the legal office environment.

**This program is not intended to prepare student to be employed as a paralegal.*

The AOT Legal Specialist concentration is not an American Bar Association (ABA) approved program.

Embedded Certificate

This program contains one or more embedded certificates which will automatically be awarded if the certificate requirements are met unless the student completes and submits the Program of Study Change Form (https://www.gvltec.edu/admissions_aid/student_forms/) requesting to opt out of the embedded certificate.

Entrance Requirements

High school diploma or GED.

Type of Program

Online

Program Accreditation

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Requirements for Completion

Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.

Employment Opportunities

Business and industry, health care organizations and practices, legal offices, and government agencies

Visit our web page at <https://www.gvltec.edu/aot/>.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

Business Systems Concentration Recommended Program Schedule

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
COL 105	Freshman Seminar	3
Total Semester Hours		6
Second Semester		Hours
ENG 101	English Composition I	3
CPT 170	Computer Applications I	3
AOT 110	Document Formatting	3
Total Semester Hours		9
Third Semester		Hours
CPT 270	Computer Applications II	3
AOT 251	Administrative Systems & Procedures	3
MKT 130	Customer Service Principles	3
MGT 101	Principles of Management	3
SPC 205	Public Speaking	3
or SPC 209	Interpersonal Communication	
Total Semester Hours		15
Fourth Semester		Hours
AOT 162	Basic Information Processing	3
AOT 256	Office Management	3
MAT 120	Probability and Statistics	3
ACC 101	Accounting Principles I	3
Total Semester Hours		12
Fifth Semester		Hours
AOT 133	Professional Development	3
AOT 234	Administrative Office Communications	3
AOT 250	Advanced Information Processing	3
ACC 245	Accounting Applications	3
Total Semester Hours		12
Sixth Semester		Hours
AOT 196	Office Confidentiality & Security	3
AOT 255	Senior Practicum	3
Humanities Elective		3
Social Science Elective		3
Total Semester Hours		12
Total Required Credit Hours		66

Medical Specialist Concentration Recommended Program Schedule

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
COL 105	Freshman Seminar	3
Total Semester Hours		6
Second Semester		Hours
ENG 101	English Composition I	3
CPT 170	Computer Applications I	3
AOT 110	Document Formatting	3
Total Semester Hours		9

Third Semester		Hours
CPT 270	Computer Applications II	3
AOT 251	Administrative Systems & Procedures	3
MKT 130	Customer Service Principles	3
AHS 102	Medical Terminology	3
SPC 205	Public Speaking	3
or SPC 209	Interpersonal Communication	
Total Semester Hours		15
Fourth Semester		Hours
AOT 162	Basic Information Processing	3
AOT 256	Office Management	3
AOT 196	Office Confidentiality & Security	3
MAT 120	Probability and Statistics	3
Total Semester Hours		12
Fifth Semester		Hours
AOT 133	Professional Development	3
AOT 234	Administrative Office Communications	3
AOT 250	Advanced Information Processing	3
AOT 212	Medical Document Production	3
Total Semester Hours		12
Sixth Semester		Hours
AOT 255	Senior Practicum	3
AOT 252	Medical Systems & Procedures	3
Humanities Elective		3
Social Science Elective		3
Total Semester Hours		12
Total Required Credit Hours		66

Data Analytics Concentration Recommended Program Schedule

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
COL 105	Freshman Seminar	3
Total Semester Hours		6
Second Semester		Hours
ENG 101	English Composition I	3
CPT 170	Computer Applications I	3
AOT 110	Document Formatting	3
Total Semester Hours		9
Third Semester		Hours
CPT 270	Computer Applications II	3
AOT 251	Administrative Systems & Procedures	3
MKT 130	Customer Service Principles	3
IST 272	Relational Database	3
SPC 205	Public Speaking	3
or SPC 209	Interpersonal Communication	
Total Semester Hours		15
Fourth Semester		Hours
AOT 162	Basic Information Processing	3
AOT 256	Office Management	3
MAT 120	Probability and Statistics	3

LOG 215	Supply Chain Management	3
Total Semester Hours		12
Fifth Semester		
AOT 133	Professional Development	3
AOT 234	Administrative Office Communications	3
AOT 250	Advanced Information Processing	3
IST 226	Internet Programming	3
Total Semester Hours		12
Sixth Semester		
AOT 255	Senior Practicum	3
CYB 110	Introduction to Cybersecurity	3
Humanities Elective		3
Social Science Elective		3
Total Semester Hours		12
Total Required Credit Hours		66

Humanities Elective	3
Social Science Elective	3
Total Semester Hours	
12	
Total Required Credit Hours	
66	

Legal Specialist Concentration Recommended Program Schedule

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
COL 105	Freshman Seminar	3
Total Semester Hours		6
Second Semester		
ENG 101	English Composition I	3
CPT 170	Computer Applications I	3
AOT 110	Document Formatting	3
Total Semester Hours		9
Third Semester		
CPT 270	Computer Applications II	3
AOT 251	Administrative Systems & Procedures	3
MKT 130	Customer Service Principles	3
LEG 135	Introduction to Law and Ethics	3
SPC 205	Public Speaking	3
or SPC 209	Interpersonal Communication	
Total Semester Hours		15
Fourth Semester		
AOT 162	Basic Information Processing	3
AOT 256	Office Management	3
LEG 230	Legal Writing	3
MAT 120	Probability and Statistics	3
Total Semester Hours		12
Fifth Semester		
AOT 133	Professional Development	3
AOT 234	Administrative Office Communications	3
AOT 250	Advanced Information Processing	3
LEG 262	Litigation Applications	3
Total Semester Hours		12
Sixth Semester		
AOT 255	Senior Practicum	3
LEG 120	Torts	3
or LEG 121	Business Law I	