

BUSINESS SYSTEMS CERTIFICATE IN APPLIED SCIENCE

Program Description

This certificate program prepares students for entry-level administrative office positions in business, industry and/or government agencies. Students will obtain the base level technology and business skills that will allow them to be effective members of an office team and have a working knowledge of how they can use business systems, including accounting, marketing and management to support the office.

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.

Entrance Requirements

High school diploma or GED.

Type of Program

Day or evening

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.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

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.

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
MGT 101	Principles of Management	3
Total Semester Hours		6
Second Semester		
AOT 110	Document Formatting	3
CPT 170	Computer Applications I	3

ACC 101	Accounting Principles I	3
Total Semester Hours		9
Third Semester		
AOT 251	Administrative Systems & Procedures	3
ACC 245	Accounting Applications	3
AOT 162	Basic Information Processing	3
Total Semester Hours		9
Fourth Semester		
AOT 196	Office Confidentiality & Security	3
AOT 250	Advanced Information Processing	3
Total Semester Hours		6
Total Required Credit Hours		30