

# Administrative Office Technology

---

## Administrative Office Technology Associate in Applied Science

### Mission Statement

The mission of the Administrative Office Technology program is to prepare students for careers working in a variety of administrative office positions in business, industry and government offices. The goal is to ensure success in today's office environment by providing training in the latest as well as emerging technologies in the workplace. An emphasis on professionalism and interpersonal, oral and written communication skills will enable the graduate to become an effective member of an office team.

### Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED.

### Type of Program:

Online

### Employment Opportunities:

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

- This program is available in three concentrations: Business Systems, Medical Specialist or Data Analytics. Students will be awarded one degree in one of these concentrations.
  - ❑ **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 efficient and effective member of an office team working in the current global workplace 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.
- Requires a minimum grade of "C" in all courses with the exception of General Education Courses.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, 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.

# Business Systems Concentration

## Recommended Program Schedule for Business Systems Concentration

### First Semester

AOT	104	Keyboarding and Input Technologies	3.0
AOT	162	Basic Information Processing	3.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I *	3.0
MAT	120	Probability and Statistics *	3.0

### Second Semester

MGT	101	Principles of Management	3.0
AOT	110	Document Formatting	3.0
CPT	270	Advanced Microcomputer Applications	3.0
SPC	205	Public Speaking *	3.0
		Or	
SPC	209	Interpersonal Communications *	

### Third Semester

ACC	101	Accounting Principles I	3.0
AOT	251	Administrative Systems and Procedures	3.0
AOT	161	Records Management	3.0
MKT	130	Customer Service Principles	3.0

### Fourth Semester

ACC	245	Accounting Applications	3.0
AOT	256	Office Management Skills	3.0
AOT	234	Administrative Office Communications	3.0
AOT	133	Professional Development	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

### Fifth Semester

MKT	101	Marketing	3.0
AOT	250	Advanced Information Processing	3.0
AOT	255	Senior Practicum	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

**Total Required Credit Hours:**

**66.0**

\* General education course

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Medical Specialist Concentration

## Recommended Program Schedule for Medical Concentration

### First Semester

AOT	104	Keyboarding and Input Technologies	3.0
AOT	162	Basic Information Processing	3.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I *	3.0
MAT	120	Probability and Statistics *	3.0

### Second Semester

BIO	110	General Anatomy & Physiology	3.0
AOT	110	Document Formatting	3.0
CPT	270	Advanced Microcomputer Applications	3.0
SPC	205	Public Speaking *	3.0
		Or	
SPC	209	Interpersonal Communications *	

### Third Semester

AHS	102	Medical Terminology	3.0
AOT	251	Administrative Systems and Procedures	3.0
AOT	161	Records Management	3.0
MKT	130	Customer Service Principles	3.0

### Fourth Semester

AOT	212	Medical Document Production	3.0
AOT	256	Office Management Skills	3.0
AOT	234	Administrative Office Communications	3.0
AOT	133	Professional Development	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

### Fifth Semester

AOT	252	Medical Systems & Procedures	3.0
AOT	196	Office Confidentiality and Security	3.0
AOT	255	Senior Practicum	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

**Total Required Credit Hours:**

**66.0**

\* General education course

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Data Analytics Concentration

## Recommended Program Schedule for Data Analytics Concentration

### **First Semester**

AOT	104	Keyboarding and Input Technologies	3.0
AOT	162	Basic Information Processing	3.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I *	3.0
MAT	120	Probability and Statistics *	3.0

### **Second Semester**

IST	226	Internet Programming	3.0
AOT	110	Document Formatting	3.0
CPT	270	Advanced Microcomputer Applications	3.0
SPC	205	Public Speaking *	3.0
		or	
SPC	209	Interpersonal Communications	

### **Third Semester**

IST	272	Relational Databases	3.0
AOT	251	Administrative Systems and Procedures	3.0
AOT	161	Records Management	3.0
MKT	130	Customer Service Principles	3.0

### **Fourth Semester**

LOG	215	Supply Chain Management	3.0
AOT	256	Office Management Skills	3.0
AOT	234	Administrative Office Communications	3.0
AOT	133	Professional Development	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

### **Fifth Semester**

CPT	264	Systems and Procedures	3.0
		or	
IST	110	Introduction to Cybersecurity	
AOT	250	Advanced Information Processing	3.0
AOT	255	Senior Practicum	3.0
		Humanities/Fine Arts or Social Science Elective *	3.0

**Total Required Credit Hours:**

**66.0**

\* General education course

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.

# Medical Clerical Certificate in Applied Science

## Mission Statement

The mission of the Medical Clerical certificate curriculum is to train students for employment in medical offices, working in medical clerical positions, or in other business areas. The Medical Clerical program will prepare the student with specialized technical, as well as communication and interpersonal skills, needed to succeed as an entry-level medical clerical employee.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED.

## Type of Program:

Day or evening

## Employment Opportunities:

Doctors' offices, hospital systems, medical organizations, insurance companies, business and industry

- This program develops specialized skills needed to become a general office professional in the medical field or other business offices.
- Requires a minimum grade of "C" in all AOT, AHS, HIM, and BIO courses.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.
- 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 successful completion of a higher-level course if available.
- Graduates of this certificate are eligible to obtain the Physician Practice Specialist certificate by completing the requirements for that program.
- 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.

## Recommended Program Schedule

### ***First Semester - Fall***

AOT	101	Introduction to Keyboarding (first half)	2.0
AOT	106	Keyboarding Lab I (second half)	1.0
AOT	167	Information Processing Applications	3.0
ENG	101	English Composition I*	3.0

### ***Second Semester - Spring***

AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
AOT	163	Word Processing	3.0

### ***Third Semester - Summer***

AHS	102	Medical Terminology	3.0
AOT	133	Professional Development	3.0
AOT	161	Records Management	3.0

### ***Fourth Semester - Fall***

AOT	234	Administrative Office Communications	3.0
BIO	110	General Anatomy & Physiology*	3.0

**Fifth Semester - Spring**

AOT	252	Medical Systems & Procedures	3.0
HIM	103	Introduction to Health Information and Coding	3.0

**Total Required Credit Hours:****39.0**

\*General education course

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.