ADMINISTRATIVE OFFICE TECHNOLOGY CURRICULA

The Administrative Office Technology major prepares students to work in the modern office. Instruction in the software packages commonly used in office environments, telephone training, information processing, accounting and other business skills will give you the ability to work independently and take full responsibility for handling the details of office administration.

Credentials

Degrees

- Administrative Office Technology, A.A.S. (https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/administrative-office-technology-aas/)

Concentrations Offered: Accounting, Legal, Medical Billing/Coding, and Medical

Certificates

- Customer Service and Support, Certificate (https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/customer-service-support-certificate/)
- MOS Certification, Certificate (https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/mos-certification-certificate/)
- Office Technician, Certificate (https://catalog.ptc.edu/academic-programs/business-information-technology-public-service-commercial-art/administrative-office-technology-curricula/office-technician-certificate/)