

# OFFICE TECHNICIAN, CERTIFICATE - OTC7

The Office Technician Certificate includes administrative office courses and business courses designed to help prepare students for work as a receptionist or office assistant. Students who complete this certificate may use the majority of their coursework toward an associate degree in Administrative Office Technology.

## Requirements

Courses	Course Title	Credit Hours
<b>Required Course Information</b>		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 101	Principles of Management	3
Total Hours		30

## Graduation Plans

### Fall Start

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
MGT 101	Principles of Management	3
Hours		15
<b>Spring Semester</b>		
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Hours		15
Total Hours		30

### Spring Start

Course	Title	Hours
<b>First Year</b>		
<b>Spring Semester</b>		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
Hours		12
<b>Summer Semester</b>		
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
Hours		6
<b>Fall Semester</b>		
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 101	Principles of Management	3
Hours		12
Total Hours		30

### Summer Start

Course	Title	Hours
<b>First Year</b>		
<b>Summer Semester</b>		
AOT 105	Keyboarding	3
CPT 101	Introduction to Computers	3
Hours		6
<b>Fall Semester</b>		
ACC 101	Accounting Principles I	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
BUS 101	Introduction to Business	3
Hours		12
<b>Spring Semester</b>		
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 101	Principles of Management	3
Hours		12
Total Hours		30

## Application and Advising

If you are ready to start your education, there are a few simple steps involved in enrolling at Piedmont Technical College.

Get Started Today (<https://www.ptc.edu/admissions/new-students/>)

## Advising Information

The following information provides a guide for advisors who are helping students enroll in this program.

### Program Notes

This program can be completed on a part-time or full-time basis. Many classes are available online, and students can start any semester.

Developmental classes should be taken first. AOT 105 may be taken with developmental coursework.

Students should have a computer or access to one. Keyboarding and computer literacy are strongly recommended.

College policy states that computer coursework is valid for eight years.

### Notes About Individual Classes

RDG 100 or appropriate placement test score in Reading is a prerequisite for all ACC, AOT, BUS, CPT, CWE, IST, and MGT courses.

AOT 105 should be taken during the first semester. An exemption test is available for students with very strong keyboarding skills. Contact Angel Alexander for more information on the exemption test.

## Program Student Learning Outcomes

### Purpose Statement

The purpose of the AOT - Office Technician Certificate is to prepare students to obtain the skills necessary to work in a beginning-level office position, such as a receptionist or an office assistant, in any business.

### Program Student Learning Outcomes

1. Demonstrate independent application of computer software in the business environment.
2. Perform contemporary office management processes and procedures accurately and independently.
3. Demonstrate appropriate business behavior compatible with job demands.
4. Apply professional business concepts to career situations.