

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
Required Course Information		
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
First Year		
Fall Semester		
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
Spring Semester		
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
First Year		
Spring Semester		
ACC 101	Accounting Principles I	3
AOT 105	Keyboarding	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
Hours		12
Summer Semester		
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
Hours		6
Fall Semester		
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
First Year		
Summer Semester		
AOT 105	Keyboarding	3
CPT 101	Introduction to Computers	3
Hours		6
Fall Semester		
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
Spring Semester		
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.

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

AOT 105 should be taken during the first semester. An exemption test is available for students with very strong keyboarding skills. Contact Angel Alexander (https://websrv.ptc.edu/directory/Angel_Alexander846/) 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.