

ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

The Administrative Office Technology program with concentrations in accounting, legal, medical, and medical coding/billing concentrations in Administrative Office prepare students for office positions in a variety of businesses, including accounting firms; local, state, or federal government offices; and health care facilities. In each concentration other than medical coding/billing, students complete a cooperative work experience (internship) to further prepare them for the workforce.

The AOT – Accounting Concentration provides students with the accounting and data entry skills necessary to pursue positions such as an administrative assistant in an accounting office, an office worker in a financial institution, and other similar positions. Students are required to take the full range of AOT courses, as well as two foundational accounting courses and a course in computerized accounting. At the end of their program, students will be placed in a cooperative work experience (internship) to further prepare them for the workforce.

Students in the AOT – Legal Concentration complete AOT courses, as well as Business Law and American Government in order to learn more about the American legal system and its policies and procedures. The legal concentration prepares students for work as a legal secretary or as an office worker in a local, state, or federal government office. At the end of their program, students will be placed in a cooperative work experience (internship) to further prepare them for the workforce.

Students in the AOT - Medical Coding/Billing learn fundamental medical coding skills for professional services (e.g., physicians and mid-level providers) and prepare for the AAPC's CPC exam. The program covers CPT, HCPCS and ICD-10-CM coding and assures a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional services. It prepares the student for an entry-level position in medical coding and billing.

The AOT – Medical Concentration is designed to prepare students for office work in the medical field, including physicians' offices and hospitals. In addition to their AOT courses, students will complete courses in medical terminology, medical documentation, and electronic medical records. At the end of the program, students will be placed in a cooperative work experience (internship) to further prepare them for the workforce.

Requirements

Courses	Course Title	Credit Hours
General Education		
ENG 101	English Composition I	3
ENG 165	Professional Communications	3
or ENG 102	English Composition II	
MAT 155	Contemporary Mathematics	3
or MAT 120	Probability and Statistics	
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)	3
---	---

Subtotal	15
----------	----

Required Core Subject Areas

AOT 105	Keyboarding	3
---------	-------------	---

AOT 133	Professional Development	3
---------	--------------------------	---

AOT 161	Records Management	3
---------	--------------------	---

AOT 165	Information Processing Software	3
---------	---------------------------------	---

CPT 101	Introduction to Computers	3
---------	---------------------------	---

Subtotal	15
----------	----

Other Courses Required for Graduation

AOT 180	Customer Service	3
---------	------------------	---

COL 103	College Skills	3
---------	----------------	---

CPT 172	Microcomputer Database	3
---------	------------------------	---

CPT 274	Advanced Microcomputer Spreadsheets	3
---------	-------------------------------------	---

IST 281	Presentation Graphics	3
---------	-----------------------	---

Select a Concentration option below	21
--	-----------

Accounting Concentration - AOA3

ACC 101	Accounting Principles I	
---------	-------------------------	--

ACC 102	Accounting Principles II	
---------	--------------------------	--

ACC 124	Individual Tax Procedures	
---------	---------------------------	--

ACC 240	Computerized Accounting	
---------	-------------------------	--

AOT 196	Office Confidentiality and Security	
---------	-------------------------------------	--

AOT 255	Senior Practicum	
---------	------------------	--

CPT 270	Advanced Microcomputer Applications	
---------	-------------------------------------	--

Legal Concentration - AOL3

ACC 101	Accounting Principles I	
---------	-------------------------	--

AOT 196	Office Confidentiality and Security	
---------	-------------------------------------	--

AOT 253	Legal Systems and Procedures	
---------	------------------------------	--

AOT 255	Senior Practicum	
---------	------------------	--

BUS 121	Business Law I	
---------	----------------	--

CPT 270	Advanced Microcomputer Applications	
---------	-------------------------------------	--

PSC 201	American Government	
---------	---------------------	--

Medical Coding/Billing Concentration - AOB3

AHS 102	Medical Terminology	
---------	---------------------	--

AHS 171	Introduction to Medical Coding	
---------	--------------------------------	--

AHS 172	Medical Coding and Classification System	
---------	--	--

AHS 173	Medical Coding Special Topics	
---------	-------------------------------	--

AHS 174	Medical Coding Practicum	
---------	--------------------------	--

BIO 112	Basic Anatomy and Physiology	
---------	------------------------------	--

Medical Concentration - AOM3

AHS 102	Medical Terminology	
---------	---------------------	--

AOT 164	Medical Information Processing	
---------	--------------------------------	--

AOT 196	Office Confidentiality and Security	
---------	-------------------------------------	--

AOT 212	Medical Document Production	
---------	-----------------------------	--

AOT 252	Medical Systems and Procedures	
---------	--------------------------------	--

AOT 255	Senior Practicum	
---------	------------------	--



CPT 270	Advanced Microcomputer Applications	
Total Hours		66

Graduation Plans

Administrative Office Technology - Accounting Concentration

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15

Spring Semester

ACC 101	Accounting Principles I	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Hours		15

Summer Semester

AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
Hours		6

Second Year

Fall Semester

ACC 102	Accounting Principles II	3
AOT 161	Records Management	3
AOT 180	Customer Service	3
AOT 196	Office Confidentiality and Security	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Spring Semester

ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Total Hours **66**

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15

Summer Semester

AOT 165	Information Processing Software	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
Hours		9

Fall Semester

ACC 101	Accounting Principles I	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Second Year

Spring Semester

ACC 102	Accounting Principles II	3
AOT 161	Records Management	3
AOT 180	Customer Service	3
AOT 196	Office Confidentiality and Security	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Hours		12

Total Hours **66**

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3

COL 103	College Skills	3
Hours		9
Fall Semester		
ACC 101	Accounting Principles I	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15
Spring Semester		
ACC 102	Accounting Principles II	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
CPT 172	Microcomputer Database	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
Hours		15
Second Year		
Summer Semester		
AOT 196	Office Confidentiality and Security	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		12
Fall Semester		
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
AOT 180	Customer Service	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Hours		15
Total Hours		66

Administrative Office Technology - Legal Concentration

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15

Spring Semester

AOT 196	Office Confidentiality and Security	3
BUS 121	Business Law I	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3

Hours 15

Summer Semester

AOT 165	Information Processing Software	3
PSC 201	American Government	3

Hours 6

Second Year

Fall Semester

ACC 101	Accounting Principles I	3
AOT 253	Legal Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Hours 15

Spring Semester

AOT 161	Records Management	3
AOT 180	Customer Service	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Hours 15

Total Hours 66

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15
Summer Semester		
AOT 165	Information Processing Software	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
Hours		9



Fall Semester		
AOT 161	Records Management	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Hours 15

Second Year

Spring Semester		
ACC 101	Accounting Principles I	3
AOT 180	Customer Service	3
AOT 196	Office Confidentiality and Security	3
BUS 121	Business Law I	3
CPT 172	Microcomputer Database	3

Hours 15

Summer Semester

AOT 253	Legal Systems and Procedures	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
PSC 201	American Government	3

Hours 12

Total Hours 66

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3

Hours 9

Fall Semester

AOT 133	Professional Development	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
ENG 101	English Composition I	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3

Hours 15

Spring Semester

ACC 101	Accounting Principles I	3
AOT 196	Office Confidentiality and Security	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3

Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)	3
---	---

Hours 15

Second Year

Summer Semester

AOT 253	Legal Systems and Procedures	3
BUS 121	Business Law I	3
CPT 172	Microcomputer Database	3
IST 281	Presentation Graphics	3

Hours 12

Fall Semester

AOT 180	Customer Service	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
PSC 201	American Government	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Hours 15

Total Hours 66

Administrative Office Technology - Medical Coding/Billing Concentration

Fall Start

Course	Title	Hours
--------	-------	-------

First Year

Fall Semester

AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3

Hours 15

Spring Semester

AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
BIO 112	Basic Anatomy and Physiology	4
ENG 165 or ENG 102	Professional Communications or English Composition II	3

Hours 13

Summer Semester

IST 281	Presentation Graphics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Hours 6

Second Year

Fall Semester

AHS 171	Introduction to Medical Coding	4
AOT 161	Records Management	3



MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		13
Spring Semester		
AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
Hours		11
Summer Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		8
Total Hours		66

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15
Summer Semester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
Hours		9
Fall Semester		
AHS 171	Introduction to Medical Coding	4
BIO 112	Basic Anatomy and Physiology	4
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		17
Second Year		
Spring Semester		
AHS 172	Medical Coding and Classification System	5
AOT 161	Records Management	3
CPT 172	Microcomputer Database	3
IST 281	Presentation Graphics	3

MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Hours		17
Summer Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 180	Customer Service	3
Hours		8
Total Hours		66

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
COL 103	College Skills	3
AHS 102	Medical Terminology	3
Hours		9

Fall Semester

AHS 171	Introduction to Medical Coding	4
AOT 133	Professional Development	3
BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Hours		17

Spring Semester

AHS 172	Medical Coding and Classification System	5
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
Hours		17

Second Year

Summer Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 180	Customer Service	3
Hours		8

Fall Semester

CPT 172	Microcomputer Database	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3

Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)	3
Hours	15
Total Hours	66

Administrative Office Technology - Medical Concentration

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15

Spring Semester

AOT 165	Information Processing Software	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

AHS 102	Medical Terminology	3
AOT 180	Customer Service	3
Hours		6

Second Year

Fall Semester

AOT 161	Records Management	3
AOT 196	Office Confidentiality and Security	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Spring Semester

AOT 164	Medical Information Processing	3
AOT 212	Medical Document Production	3
AOT 252	Medical Systems and Procedures	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Hours		15
Total Hours		66

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
Hours		15

Summer Semester

AHS 102	Medical Terminology	3
AOT 196	Office Confidentiality and Security	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Hours		9

Fall Semester

AOT 161	Records Management	3
AOT 165	Information Processing Software	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
IST 281	Presentation Graphics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Second Year

Spring Semester

AOT 164	Medical Information Processing	3
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

AOT 180	Customer Service	3
AOT 212	Medical Document Production	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Hours		12

Total Hours

66

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
COL 103	College Skills	3

CPT 101	Introduction to Computers	3
Hours		9
Fall Semester		
AOT 133	Professional Development	3
AOT 165	Information Processing Software	3
ENG 101	English Composition I	3
IST 281	Presentation Graphics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15
Spring Semester		
AHS 102	Medical Terminology	3
AOT 196	Office Confidentiality and Security	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
Hours		12
Second Year		
Summer Semester		
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		6
Fall Semester		
AOT 161	Records Management	3
AOT 180	Customer Service	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
CPT 270	Advanced Microcomputer Applications	3
Hours		12
Spring Semester		
AOT 164	Medical Information Processing	3
AOT 212	Medical Document Production	3
AOT 252	Medical Systems and Procedures	3
AOT 255	Senior Practicum	3
Hours		12
Total Hours		66

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 may only choose one concentration at a time: Accounting, Legal, Medical Coding/Billing or Medical. Other concentrations may be completed subsequently, if desired.

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 program coordinator for more information on the exemption test.
- 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.

Program Student Learning Outcomes

Purpose Statement

The Administrative Office Technology program with concentrations in accounting, legal, medical, and medical coding/billing concentrations in Administrative Office prepare students for office positions in a variety of businesses, including accounting firms; local, state, or federal government offices; and health care facilities. In each concentration other than medical coding/billing, students complete a cooperative work experience (internship) to further prepare them for the workforce.

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.