

# **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	on	
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 Behavio	ral Science (https://catalog.ptc.edu/student-	3

handbook/advising-registration/general-education-courses/)

		0
	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/)	3
Subtotal	ig registration, general education courses, j	15
Required Core Su	biect Areas	10
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 Re	quired 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
	ration option below	21
Accounting Conc		
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 CPT 270	Senior Practicum	
Legal Concentrati	Advanced Microcomputer Applications	
ACC 101	Accounting Principles I	
ACC 101	Office Confidentiality and Security	
AOT 150	Legal Systems and Procedures	
AOT 255	Senior Practicum	
BUS 121	Business Law I	
CPT 270	Advanced Microcomputer Applications	
PSC 201	American Government	
Medical Coding/E	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 Concentr	ration - 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

## Graduation Plans Administrative Office Technology -Accounting Concentration Fall Start

66

rall 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		2
	Presentation Graphics	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
	Hours	15
Summer Semester	r	
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
	l Science (https://catalog.ptc.edu/student- g-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
	es/Fine Arts (https://catalog.ptc.edu/student-	3
	g-registration/general-education-courses/)	5
	Hours	15
	Total Hours	66
	1010110010	

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	Professional Communications	3
or ENG 102	or English Composition II	
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
	cience (https://catalog.ptc.edu/student- egistration/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
	Fine Arts (https://catalog.ptc.edu/student- egistration/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
		0



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 S	cience (https://catalog.ptc.edu/student-	3
handbook/advising-r	egistration/general-education-courses/)	
	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	Professional Communications	3
or ENG 102	or English Composition II	
	Hours	15
Second Year		
Summer Semester		
AOT 196	Office Confidentiality and Security	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
	'Fine Arts (https://catalog.ptc.edu/student- egistration/general-education-courses/)	3
	Hours	12
Fall Semester		
ACC 124	Individual Tax Procedures	3
ACC 124 ACC 240	Individual Tax Procedures Computerized Accounting	3 3
ACC 240	Computerized Accounting	3
ACC 240 AOT 180	Computerized Accounting Customer Service	3
ACC 240 AOT 180 AOT 255	Computerized Accounting Customer Service Senior Practicum	3 3 3

# 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	r	
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
	es/Fine Arts (https://catalog.ptc.edu/student- g-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
	l Science (https://catalog.ptc.edu/student- g-registration/general-education-courses/)	3
	Hours	15
	Total Hours	66
Spring Start		
Course	Title	Hours
Course First Year	Title	Hours
Course First Year Spring Semester		
Course First Year Spring Semester AOT 105	Keyboarding	3
Course First Year Spring Semester AOT 105 AOT 133	Keyboarding Professional Development	3
Course First Year Spring Semester AOT 105 AOT 133 COL 103	Keyboarding Professional Development College Skills	3333
Course First Year Spring Semester AOT 105 AOT 133 COL 103 CPT 101	Keyboarding Professional Development College Skills Introduction to Computers	3 3 3 3
Course First Year Spring Semester AOT 105 AOT 133 COL 103	Keyboarding Professional Development College Skills Introduction to Computers English Composition I	3 3 3 3 3
Course First Year Spring Semester AOT 105 AOT 133 COL 103 COL 103 CPT 101 ENG 101	Keyboarding Professional Development College Skills Introduction to Computers English Composition I Hours	3 3 3 3 3
Course First Year Spring Semester AOT 105 AOT 133 COL 103 CPT 101 ENG 101 Summer Semester	Keyboarding Professional Development College Skills Introduction to Computers English Composition I Hours	3 3 3 3 3 3 3 15
Course First Year Spring Semester AOT 105 AOT 133 COL 103 CPT 101 ENG 101 Summer Semester AOT 165	Keyboarding Professional Development College Skills Introduction to Computers English Composition I Hours Information Processing Software	3 3 3 3 3 3 15
Course First Year Spring Semester AOT 105 AOT 133 COL 103 CPT 101 ENG 101 Summer Semester AOT 165 ENG 165	Keyboarding Professional Development College Skills Introduction to Computers English Composition I Hours Information Processing Software Professional Communications	3 3 3 3 3 3 15
Course First Year Spring Semester AOT 105 AOT 133 COL 103 CPT 101 ENG 101 Summer Semester AOT 165	Keyboarding Professional Development College Skills Introduction to Computers English Composition I Hours Information Processing Software	Hours 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3



### Fall Semester

	Total Hours	66
	Hours	12
PSC 201	American Government	3
CPT 270	Advanced Microcomputer Applications	3
AOT 255	Senior Practicum	3
AOT 253	Legal Systems and Procedures	3
Summer Semester		
	Hours	15
CPT 172	Microcomputer Database	3
BUS 121	Business Law I	3
AOT 196	Office Confidentiality and Security	3
AOT 180	Customer Service	3
ACC 101	Accounting Principles I	3
Spring Semester		
Second Year		
	Hours	15
	Science (https://catalog.ptc.edu/student- -registration/general-education-courses/)	3
	s/Fine Arts (https://catalog.ptc.edu/student- -registration/general-education-courses/)	3
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
CPT 274	Advanced Microcomputer Spreadsheets	3
AOT 161	Records Management	3

## **Summer Start**

CourseTitleHoursFirst YearSummer Semester3AOT 105Keyboarding3COL 103College Skills3CPT 101Introduction to Computers3Hours9Fall Semester9AOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics3AOT 196Office Confidentiality and Security3AOT 196Office Confidentiality and Security3Fug 165Professional Communications3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3or ENG 102or English Composition I3			
Summer SemesterAOT 105Keyboarding3COL 103College Skills3CPT 101Introduction to Computers3Hours9Fall SemesterAOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics15Spring Semester3ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	Course	Title	Hours
AOT 105Keyboarding3COL 103College Skills3CPT 101Introduction to Computers3Hours9Fall Semester3AOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics15Spring SemesterACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	First Year		
COL 103College Skills3CPT 101Introduction to Computers3Hours9Fall Semester3AOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics15Spring Semester15ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	Summer Semester		
CPT 101Introduction to Computers3Hours9Fall SemesterAOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics15Spring Semester15ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	AOT 105	Keyboarding	3
Hours9Fall SemesterAOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics15Spring Semester15ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	COL 103	College Skills	3
Fall SemesterAOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics15Spring SemesterACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	CPT 101	Introduction to Computers	3
AOT 133Professional Development3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics3Hours15Spring SemesterACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3		Hours	9
AOT 161Records Management3AOT 161Records Management3AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics3Hours15Spring SemesterACC 101Accounting Principles IAOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	Fall Semester		
AOT 165Information Processing Software3ENG 101English Composition I3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics3Hours15Spring SemesterACC 101Accounting Principles IAOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	AOT 133	Professional Development	3
ENG 101       English Composition I       3         MAT 155       Contemporary Mathematics       3         or MAT 120       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       Professional Communications       3	AOT 161	Records Management	3
MAT 155 or MAT 120Contemporary Mathematics or Probability and Statistics3Hours15Spring Semester15ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	AOT 165	Information Processing Software	3
or MAT 120or Probability and StatisticsHours15Spring Semester3ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	ENG 101	English Composition I	3
Hours15Spring Semester3ACC 101Accounting Principles IAOT 196Office Confidentiality and SecurityCPT 274Advanced Microcomputer SpreadsheetsENG 165Professional Communications3	MAT 155	Contemporary Mathematics	3
Spring SemesterACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	or MAT 120	or Probability and Statistics	
ACC 101Accounting Principles I3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3		Hours	15
AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	Spring Semester		
CPT 274Advanced Microcomputer Spreadsheets3ENG 165Professional Communications3	ACC 101	Accounting Principles I	3
ENG 165 Professional Communications 3	AOT 196	Office Confidentiality and Security	3
	CPT 274	Advanced Microcomputer Spreadsheets	3
			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-		3
handbook/advising	-registration/general-education-courses/)	
	Hours	15
	Total Hours	66

# Administrative Office Technology -Medical Coding/Billing Concentration Fall Start

Title	Hours
Keyboarding	3
Professional Development	3
College Skills	3
Introduction to Computers	3
English Composition I	3
Hours	15
Medical Terminology	3
Information Processing Software	3
Basic Anatomy and Physiology	4
Professional Communications or English Composition II	3
Hours	13
Presentation Graphics	3
cience (https://catalog.ptc.edu/student- gistration/general-education-courses/)	3
Hours	6
Introduction to Medical Coding	4
Records Management	3
	Keyboarding Professional Development College Skills Introduction to Computers English Composition I Hours Medical Terminology Information Processing Software Basic Anatomy and Physiology Professional Communications or English Composition II Hours Presentation Graphics Elence (https://catalog.ptc.edu/student- egistration/general-education-courses/) Hours Introduction to Medical Coding



MAT 155	Contemporary Mathematics	3
or MAT 120	or Probability and Statistics	0
CPT 274	Advanced Microcomputer Spreadsheets	3
Caring Compoter	Hours	13
Spring Semester AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
011112	Hours	11
Summer Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	-
	es/Fine Arts (https://catalog.ptc.edu/student-	3
	g-registration/general-education-courses/)	
	Hours	8
	Total Hours	66
0		
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
Summer Semester	Hours	15
AHS 102		3
ANS 102	Medical Terminology Information Processing Software	3
ENG 165	Professional Communications	3
or ENG 102	or English Composition II	5
	Hours	9
Fall Semester		
AHS 171	Introduction to Medical Coding	4
BIO 112	Basic Anatomy and Physiology	4
CPT 274	Advanced Microcomputer Spreadsheets	3
	s/Fine Arts (https://catalog.ptc.edu/student- g-registration/general-education-courses/)	3
	l Science (https://catalog.ptc.edu/student- g-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

3

**Presentation Graphics** 

IST 281

MAT 155 or MAT 120	Contemporary Mathematics	3
OF MAT 120	or Probability and Statistics Hours	17
Summer Semester	nouis	17
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	2
AOT 180	Customer Service	3
	Hours	8
	Total Hours	66
		00
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	Contemporary Mathematics	3
or MAT 120	or Probability and Statistics	
	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
	Fine Arts (https://catalog.ptc.edu/student-	3
	egistration/general-education-courses/)	0
5		



Elective Behavioral Science (https://catalog.ptc.edu/studenthandbook/advising-registration/general-education-courses/)

Hours	15
Total Hours	66

3

66

## Administrative Office Technology -**Medical Concentration** Fall Start

First YearFall SemesterAOT 105Keyboarding3AOT 133Professional Development3COL 103College Skills3COL 101Introduction to Computers3ENG 101English Composition I3Hours15Spring SemesterAOT 165Information Processing Software3ENG 165Professional Communications or ENG 1023MAT 155Contemporary Mathematics or Probability and Statistics3Motion Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)Hours15Summer SemesterAHS 102Medical Terminology3AOT 180Customer Service3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 164Medical Information Processing3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- ahandbook/advising-registration/general-education-courses/)3AOT 164Medical Information Processing3AOT 164Medical Information Processing3AOT 164Medical Information Processing3AOT 164Medical Information Processing3AOT 164Me	Fall Start		
Fail SemesterAOT 105Keyboarding3AOT 133Professional Development3COL 103College Skills3CDT 101Introduction to Computers3ENG 101English Composition I3Hours15Spring SemesterAOT 165Information Processing Software3ENG 165Professional Communications or ENG 1023MAT 155Contemporary Mathematics or Probability and Statistics3Mours15Summer SemesterHours15Summer SemesterAOT 161Records ManagementANT 180Customer ServiceAOT 161Records ManagementAOT 161Records ManagementAOT 161Records ManagementAOT 161Records ManagementAOT 164Medical Information ProcessingAdvanced Microcomputer SpreadsheetsSpring SemesterAdvanced Microcomputer SpreadsheetsAdvanced Microcomputer SpreadsheetsAdvanced Microcomputer SpreadsheetsAdvanced Microcomputer SpreadsheetsAdvanced Microcomputer SpreadsheetsAdvanced Microcomputer ApplicationADT 164Medical Information ProcessingADT 164Medical Systems and Procedures <th>Course</th> <th>Title</th> <th>Hours</th>	Course	Title	Hours
AQT 105 Keyboarding 3 AQT 133 Professional Development 3 COL 103 College Skills 3 CPT 101 Introduction to Computers 3 ENG 101 English Composition 1 Hours 15 Spring Semester AQT 165 Information Processing Software 3 ENG 165 Professional Communications 3 or ENG 102 or English Composition II IST 281 Presentation Graphics 3 MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics 3 or MAT 120 or Probability and Statistics 3 Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) Hours 15 Summer Semester AHS 102 Medical Terminology 3 AQT 180 Customer Service 3 AQT 180 Customer Service 3 Customer Service 3 AQT 161 Records Management 3 AQT 161 Records Management 3 AQT 161 Records Management 3 AQT 172 Microcomputer Database 3 CPT 274 Advanced Microcomputer Spreadsheets 3 Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- 3 handbook/advising-registration/general-education-courses/) Hours 15 Spring Semester AQT 164 Medical Information Processing 3 AQT 164 Medical Information Processing 3 AQT 122 Medical Document Production 3 AQT 212 Medical Document Production 3 AQT 212 Medical Document Production 3 AQT 255 Senior Practicum 3 AQT 255 Senior Practicum 3 ACT 255 Senior Practicum 3 ACT 255 Senior Practicum 3 ACT 255 Senior Practicum 4 Advanced Microcomputer Applications 3	First Year		
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 105 Professional Communications 3 or ENG 102 or English Composition II IST 281 Presentation Graphics 3 MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics 13 MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics 15 Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) Hours 15 Summer Semester AHS 102 Medical Terminology 3 AOT 180 Customer Service 3 MOT 161 Records Management 3 AOT 161 Records Management 3 AOT 160 Office Confidentiality and Security 3 CPT 274 Advanced Microcomputer Spreadsheets 3 Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) Hours 15 Spring Semester AOT 161 Records Management 3 AOT 196 Office Confidentiality and Security 3 CPT 274 Advanced Microcomputer Spreadsheets 3 Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) Hours 15 Spring Semester AOT 164 Medical Information Processing 3 AOT 212 Medical Document Production 3 AOT 252 Senior Practicum 3 AOT 255 Senior Practicum 3 CPT 270 Advanced Microcomputer Applications 3	Fall Semester		
COL 103College Skills3CPT 101Introduction to Computers3ENG 101English Composition I3Hours15Spring Semester3AOT 165Information Processing Software3AOT 165Professional Communications or ENG 102 or English Composition II3IST 281Presentation Graphics3MAT 155Contemporary Mathematics or Probability and Statistics3Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3MAT 120Medical Terminology3AOT 180Customer Service3Contral Computer Database3AOT 161Records Management Alor 1963AOT 196Office Confidentiality and Security and Science/period Microcomputer Spreadsheets andbook/advising-registration/general-education-courses/)3AOT 161Records Management Advanced Microcomputer Spreadsheets andbook/advising-registration/general-education-courses/)3Fall Semester15Spring Semester3AOT 164Medical Information Processing andbook/advising-registration/general-education-courses/)3AOT 164Medical Information Processing and 203AOT 252Medical Systems and Procedures and 203AOT 255Senior Practicum and 203AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3 <td>AOT 105</td> <td>Keyboarding</td> <td>3</td>	AOT 105	Keyboarding	3
CPT 101Introduction to Computers3ENG 101English Composition I3Hours15Spring Semester3AOT 165Information Processing Software3ENG 165Professional Communications or ENG 102 or English Composition II3IST 281Presentation Graphics3MAT 155Contemporary Mathematics or MAT 120 or Probability and Statistics3Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Summer Semester15Summer Semester3AOT 180Customer Service3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3MOT 164Medical Information Processing3AOT 164Medical Information Processing3AOT 164Medical Information Processing3AOT 164Medical Systems and Procedures3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3<	AOT 133	Professional Development	3
ENG 101English Composition I3Hours15Spring Semester3AOT 165Information Processing Software3ENG 165Professional Communications or ENG 102 or English Composition II3IST 281Presentation Graphics3MAT 155Contemporary Mathematics or MAT 120 or Probability and Statistics3Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Summer Semester15Summer Semester3AOT 180Customer Service3AOT 161Records Management ACT 1963AOT 161Records Management3AOT 161Records Management Advanced Microcomputer Spreadsheets3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 164Medical Information Processing3AOT 212Medical Systems and Procedures3AOT 255Senior Practicum3AOT 255Senior Practicum<	COL 103	College Skills	3
Hours15Spring SemesterAOT 165Information Processing Software3ENG 165Professional Communications3or ENG 102or English Composition II3IST 281Presentation Graphics3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics3Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Summer Semester3AOT 180Customer Service3Hours6Second Year Fall Semester3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 162Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 252Medical Document Production3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3 <td< td=""><td>CPT 101</td><td>Introduction to Computers</td><td>3</td></td<>	CPT 101	Introduction to Computers	3
Spring SemesterInformation Processing Software3AOT 165Information Processing Software3ENG 165Professional Communications3or ENG 102or English Composition II3IST 281Presentation Graphics3MAT 155Contemporary Mathematics3or MAT 120or Probability and Statistics3Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Summer Semester3AOT 180Customer Service3Hours6Second Year Fall Semester3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 161Records Management3AOT 162Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3<	ENG 101	English Composition I	3
AOT 165 Information Processing Software 3 ENG 165 Professional Communications 3 or ENG 102 or English Composition II IST 281 Presentation Graphics 3 MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics 3 Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/) 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 274 Advanced Microcomputer Spreadsheets 3 Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/) Hours 5 Spring Semester AOT 164 Medical Information Processing 3 AOT 212 Medical Document Production 3 AOT 255 Senior Practicum 3 CPT 270 Advanced Microcomputer Applications 3		Hours	15
ENG 165Professional Communications or ENG 1023IST 281Presentation Graphics3MAT 155Contemporary Mathematics or MAT 1203MAT 120or Probability and Statistics3Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Summer SemesterAHS 102Medical Terminology3AOT 180Customer Service3Hours6Second Year6Fall Semester3AOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Spring Semester15AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 255Senior Practicum3AOT 255Senior Practicum3AOT 255Senior Practicum3ACT 255Senior Practicum <td>Spring Semester</td> <td></td> <td></td>	Spring Semester		
or ENG 102 or English Composition II IST 281 Presentation Graphics 3 MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) 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/) Hours 15 Spring Semester AOT 164 Medical Information Processing 3 AOT 212 Medical Systems and Procedures 3 AOT 255 Senior Practicum 3 CPT 270 Advanced Microcomputer Applications 3	AOT 165	Information Processing Software	3
IST 281 Presentation Graphics 3 MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics 3 Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) 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/) Hours 15 Spring Semester AOT 164 Medical Information Processing 3 AOT 252 Medical Systems and Procedures 3 AOT 255 Senior Practicum 3 CPT 270 Advanced Microcomputer Applications 3	ENG 165	Professional Communications	3
MAT 155 Contemporary Mathematics 3 or MAT 120 or Probability and Statistics 3 Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) 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/) Hours 15 Spring Semester AOT 164 Medical Information Processing 3 AOT 252 Medical Systems and Procedures 3 AOT 255 Senior Practicum 3 CPT 270 Advanced Microcomputer Applications 3	or ENG 102	or English Composition II	
or MAT 120 or Probability and Statistics Elective Behavioral Science (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/) 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/) Hours 15 Spring Semester AOT 164 Medical Information Processing 3 AOT 252 Medical Systems and Procedures 3 CPT 270 Advanced Microcomputer Applications 3	IST 281	Presentation Graphics	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)       3         Hours       15         Summer Semester       3         AHS 102       Medical Terminology       3         AOT 180       Customer Service       3         Hours       6         Second Year       6         Fall Semester       3         AOT 161       Records Management       3         AOT 196       Office Confidentiality and Security       3         CPT 172       Microcomputer Database       3         CPT 274       Advanced Microcomputer Spreadsheets       3         Belective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)       15         Spring Semester       15         AOT 164       Medical Information Processing       3         AOT 212       Medical Document Production       3         AOT 252       Medical Systems and Procedures       3         AOT 255       Senior Practicum       3         AOT 255       Senior Practicum       3	MAT 155	Contemporary Mathematics	3
handbook/advising-registration/general-education-courses/)Hours15Summer SemesterAHS 102Medical Terminology3AOT 180Customer Service3Hours6Second YearFall SemesterAOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 212Medical Systems and Procedures3AOT 255Senior Practicum3AOT 2570Advanced Microcomputer Applications3	or MAT 120	or Probability and Statistics	
Hours15Summer Semester3AHS 102Medical Terminology3AOT 180Customer Service3Hours6Second Year5Fall Semester3AOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 255Senior Practicum3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3			3
Summer SemesterAHS 102Medical Terminology3AOT 180Customer Service3Hours6Second YearFall SemesterFall Semester3AOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3AOT 257Advanced Microcomputer Applications3	handbook/advisin		
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/)       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         AOT 257       Advanced Microcomputer Applications       3			15
AOT 180       Customer Service       3         Hours       6         Second Year       6         Fall Semester       3         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       3         AOT 164       Medical Information Processing       3         AOT 252       Medical Systems and Procedures       3         AOT 255       Senior Practicum       3         CPT 270       Advanced Microcomputer Applications       3			
Hours6Second YearFall SemesterFall Semester3AOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)15Spring Semester15AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	AHS 102		3
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       3         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	AOT 180	Customer Service	3
Fall SemesterAOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Spring Semester3AOT 164Medical Information Processing3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3		Hours	6
AOT 161Records Management3AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Spring SemesterAOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	Second Year		
AOT 196Office Confidentiality and Security3CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Spring SemesterAOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	Fall Semester		
CPT 172Microcomputer Database3CPT 274Advanced Microcomputer Spreadsheets3Elective Humanities/Fine Arts (https://catalog.ptc.edu/student- handbook/advising-registration/general-education-courses/)3Hours15Spring Semester3AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	AOT 161	Records Management	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	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         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	CPT 172	Microcomputer Database	3
handbook/advising-registration/general-education-courses/)Hours15Spring Semester3AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	CPT 274	Advanced Microcomputer Spreadsheets	3
Spring SemesterAOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3			3
AOT 164Medical Information Processing3AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3		Hours	15
AOT 212Medical Document Production3AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	Spring Semester		
AOT 252Medical Systems and Procedures3AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	AOT 164	Medical Information Processing	3
AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	AOT 212	Medical Document Production	3
AOT 255Senior Practicum3CPT 270Advanced Microcomputer Applications3	AOT 252	Medical Systems and Procedures	3
	AOT 255	•	3
	CPT 270	Advanced Microcomputer Applications	3
			15

#### **Spring Start** Course Title Hours **First Year** Spring Semester 3 AOT 105 Keyboarding 3 AOT 133 Professional Development COL 103 College Skills 3 CPT 101 3 Introduction to Computers **English Composition I** 3 ENG 101 15 Hours Summer Semester AHS 102 Medical Terminology 3 AOT 196 Office Confidentiality and Security 3 **MAT 155 Contemporary Mathematics** 3 or MAT 120 or Probability and Statistics 9 Hours Fall Semester AOT 161 **Records Management** 3 AOT 165 Information Processing Software 3 ENG 165 **Professional Communications** 3 or ENG 102 or English Composition II 3 IST 281 **Presentation Graphics** Elective Behavioral Science (https://catalog.ptc.edu/student-3 handbook/advising-registration/general-education-courses/) 15 Hours Second Year Spring Semester AOT 164 3 Medical Information Processing AOT 252 3 Medical Systems and Procedures CPT 172 Microcomputer Database 3 3 CPT 274 Advanced Microcomputer Spreadsheets Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-3 handbook/advising-registration/general-education-courses/) 15 Hours Summer Semester AOT 180 **Customer Service** 3 AOT 212 Medical Document Production 3 3 AOT 255 Senior Practicum 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



	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
	al Science (https://catalog.ptc.edu/student- ng-registration/general-education-courses/)	3
	Hours	15
Spring Semester		
AHS 102	Medical Terminology	3
AOT 196	Office Confidentiality and Security	3
ENG 165	Professional Communications	3
or ENG 102	or English Composition II	
MAT 155	Contemporary Mathematics	3
or MAT 120	or Probability and Statistics	
	Hours	12
Second Year		
Summer Semeste	۲	
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 3
AOT 180 Elective Humaniti	Customer Service es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/)	3
AOT 180 Elective Humaniti	es/Fine Arts (https://catalog.ptc.edu/student-	3
AOT 180 Elective Humaniti handbook/advisin	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/)	3
AOT 180 Elective Humaniti handbook/advisin	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/) Advanced Microcomputer Applications	3 3 3
AOT 180 Elective Humaniti handbook/advisin CPT 270	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/) Advanced Microcomputer Applications	3 3 3 12
AOT 180 Elective Humaniti handbook/advisin CPT 270 Spring Semester	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/) Advanced Microcomputer Applications Hours	3 3 3 12 3
AOT 180 Elective Humaniti handbook/advisin CPT 270 Spring Semester AOT 164	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/) Advanced Microcomputer Applications Hours Medical Information Processing	3 3 3 12
AOT 180 Elective Humaniti handbook/advisin CPT 270 Spring Semester AOT 164 AOT 212	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/) Advanced Microcomputer Applications Hours Medical Information Processing Medical Document Production	3 3 3 12 3 3 3
AOT 180 Elective Humaniti handbook/advisin CPT 270 Spring Semester AOT 164 AOT 212 AOT 252	es/Fine Arts (https://catalog.ptc.edu/student- ng-registration/general-education-courses/) Advanced Microcomputer Applications Hours Medical Information Processing Medical Document Production Medical Systems and Procedures	3 3 3 12 3 3 3 3 3

# **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.