

# ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

# Graduation Plans Administrative Office Technology -Accounting Concentration Fall Start

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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	Contemporary Mathematics	3
or MAT 120	or Probability and Statistics	
	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
	ll 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

	Hours	15
	Total Hours	60
Spring Start		
Course	Title	Hour
First Year		
Spring Semester		
AOT 105	Keyboarding	:
AOT 133	Professional Development	
COL 103	College Skills	:
CPT 101	Introduction to Computers	:
ENG 101	English Composition I	:
	Hours	1
Summer Semester	r	-
AOT 165	Information Processing Software	
ENG 165	Professional Communications	
or ENG 102	or English Composition II	
IST 281	Presentation Graphics	:
	Hours	
Fall Semester		
ACC 101	Accounting Principles I	:
CPT 172	Microcomputer Database	
CPT 274	Advanced Microcomputer Spreadsheets	:
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	
Elective Behaviora	l Science (https://catalog.ptc.edu/student-	;
nandbook/advisin	g-registration/general-education-courses/)	-
0	Hours	1
Second Year		
Spring Semester	As a second in a Daire sin Las II	
ACC 102	Accounting Principles II	:
AOT 161	Records Management	
AOT 180	Customer Service	
AOT 196	Office Confidentiality and Security	
	es/Fine Arts (https://catalog.ptc.edu/student- g-registration/general-education-courses/)	
	Hours	1
Summer Semester		1
ACC 124	Individual Tax Procedures	
ACC 124 ACC 240	Computerized Accounting	
ACC 240 AOT 255	Senior Practicum	
CPT 270	Advanced Microcomputer Applications	
GF12/0		1
	Hours	



## **Summer Start**

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Course	Title	Hours
First Year		
Summer Semester	r	
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
	l Science (https://catalog.ptc.edu/student- g-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	Professional Communications	3
or ENG 102	or English Composition II	
	Hours	15
Second Year		
Summer Semester	r	
AOT 196	Office Confidentiality and Security	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Elective Humanitie	es/Fine Arts (https://catalog.ptc.edu/student-	3
handbook/advisin	g-registration/general-education-courses/)	
	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	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	
	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
	s/Fine Arts (https://catalog.ptc.edu/student-	3
handbook/advising	-registration/general-education-courses/)	
	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
	Science (https://catalog.ptc.edu/student- -registration/general-education-courses/)	3
	Hours	15
	Total Hours	66

**Total Hours** 



## **Spring Start**

Summer Semester

AOT 105

COL 103

Keyboarding

College Skills

opring otart		
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		
AOT 161	Records Management	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MAT 155	Contemporary Mathematics	3
or MAT 120	or Probability and Statistics	
	/Fine Arts (https://catalog.ptc.edu/student- registration/general-education-courses/)	3
Elective Behavioral S	Science (https://catalog.ptc.edu/student-	3
handbook/advising-	registration/general-education-courses/)	
	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		115013
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	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	Э
AOT 196	Office Confidentiality and Security	3
CPT 274	Advanced Microcomputer Spreadsheets	Э
ENG 165 or ENG 102	Professional Communications or English Composition II	3
	es/Fine Arts (https://catalog.ptc.edu/student-	3
handbook/advisin	g-registration/general-education-courses/)	
handbook/advisin	g-registration/general-education-courses/)	15
handbook/advisin		15
	Hours	15
Second Year	Hours	
Second Year Summer Semeste	Hours	3
Second Year Summer Semeste AOT 253	Hours r Legal Systems and Procedures	3
Second Year Summer Semeste AOT 253 BUS 121	Hours r Legal Systems and Procedures Business Law I	3
Second Year Summer Semeste AOT 253 BUS 121 CPT 172	Hours r Legal Systems and Procedures Business Law I Microcomputer Database	3
Second Year Summer Semeste AOT 253 BUS 121 CPT 172 IST 281	Hours Legal Systems and Procedures Business Law I Microcomputer Database Presentation Graphics	3
Second Year Summer Semeste AOT 253 BUS 121 CPT 172	Hours Legal Systems and Procedures Business Law I Microcomputer Database Presentation Graphics	3 3 3 3 12
Second Year Summer Semeste AOT 253 BUS 121 CPT 172 IST 281 Fall Semester AOT 180	Hours r Legal Systems and Procedures Business Law I Microcomputer Database Presentation Graphics Hours	3 3 3 3 12
Second Year Summer Semeste AOT 253 BUS 121 CPT 172 IST 281 Fall Semester AOT 180 AOT 255	Hours  Hours  Legal Systems and Procedures  Business Law I  Microcomputer Database  Presentation Graphics  Hours  Customer Service Senior Practicum	3 3 3 12 3 3 3 3 3
Second Year Summer Semeste AOT 253 BUS 121 CPT 172 IST 281 Fall Semester AOT 180 AOT 255	Hours Hours Legal Systems and Procedures Business Law I Microcomputer Database Presentation Graphics Hours Customer Service	3 3 3 12 3 3 3 3 3 3
Second Year Summer Semester AOT 253 BUS 121 CPT 172 IST 281 Fall Semester AOT 180 AOT 255 CPT 270 PSC 201 Elective Behaviora	Hours Hours Hours Hours Hours Hours Hours Hours Customer Service Senior Practicum Advanced Microcomputer Applications American Government Al Science (https://catalog.ptc.edu/student-	3 3 3 12 3 3 3 3 3 3 3 3
Second Year Summer Semester AOT 253 BUS 121 CPT 172 IST 281 Fall Semester AOT 180 AOT 255 CPT 270 PSC 201 Elective Behaviora	Hours Hours Hours Hours Hours Hours Hours Business Law I Microcomputer Database Presentation Graphics Hours Customer Service Senior Practicum Advanced Microcomputer Applications American Government	15 3 3 3 3 12 3 3 3 3 3 3 3 3 3 3 3 3

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

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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

oping benester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
BIO 112	Basic Anatomy and Physiology	4
ENG 165	Professional Communications	3
or ENG 102	or English Composition II	
	Hours	13
Summer Semester		-
IST 281	Presentation Graphics	3
	cience (https://catalog.ptc.edu/student- gistration/general-education-courses/)	3
	Hours	6
Second Year		
Fall Semester		
AHS 171	Introduction to Medical Coding	4
AOT 161	Records Management	3
MAT 155	Contemporary Mathematics	3
or MAT 120	or Probability and Statistics	
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
	Fine Arts (https://catalog.ptc.edu/student- egistration/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
	Information Processing Software	3

**Professional Communications** 

or English Composition II

#### **Fall Semester** AHS 171 Introduction to Medical Coding BIO 112 Basic Anatomy and Physiology CPT 274 Advanced Microcomputer Spreadsheets Elective Humanities/Fine Arts (https://catalog.ptc.edu/studenthandbook/advising-registration/general-education-courses/) Elective Behavioral Science (https://catalog.ptc.edu/studenthandbook/advising-registration/general-education-courses/) Hours 17 Second Year Spring Semester AHS 172 Medical Coding and Classification System AOT 161 **Records Management** CPT 172 **Microcomputer Database** IST 281 **Presentation Graphics** MAT 155 **Contemporary Mathematics** or MAT 120 or Probability and Statistics Hours 17 Summer Semester AHS 173 Medical Coding Special Topics AHS 174 Medical Coding Practicum AOT 180 **Customer Service** Hours

4

4

3 3

3

5

3

3 3

3

2 3

3 8

66

# **Summer Start**

**Total Hours** 

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

Hours

ENG 165

or ENG 102

3 E



### Second Year

### Summer Semester

	Hours	15
	egistration/general-education-courses/)	3
5	cience (https://catalog.ptc.edu/student-	3
	Fine Arts (https://catalog.ptc.edu/student- egistration/general-education-courses/)	3
IST 281	Presentation Graphics	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
CPT 172	Microcomputer Database	3
Fall Semester		
	Hours	8
AOT 180	Customer Service	3
AHS 174	Medical Coding Practicum	3
AHS 173	Medical Coding Special Topics	2

66

3

Total Hours

# Administrative Office Technology -Medical Concentration

## Fall Start

CPT 172

0	Title	Harma
Course	litte	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	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	
	Science (https://catalog.ptc.edu/student-	3
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

Microcomputer Database

CPT 274	Advanced Microcomputer Spreadsheets	3
	s/Fine Arts (https://catalog.ptc.edu/student- -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	Professional Communications	3
or ENG 102	or English Composition II	
IST 281	Presentation Graphics	3
	Science (https://catalog.ptc.edu/student- -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
	s/Fine Arts (https://catalog.ptc.edu/student- -registration/general-education-courses/)	3
	Hours	15
Summer Semester		
- anner Gemeoter		
AOT 180	Customer Service	3



Medical Document Production

Advanced Microcomputer Applications

66

Senior Practicum

Hours

**Total Hours** 

3	AOT 255	Senior Practicum	3
3		Hours	12
3		Total Hours	66
12			

### **Summer Start**

AOT 212

AOT 255

CPT 270

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 S	Science (https://catalog.ptc.edu/student-	3		
handbook/advising-	registration/general-education-courses/)			
	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 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/)			
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		

	Tatal Llaura	6
	Hours	1
OT 255	Senior Practicum	