

ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

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
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
SPC 205	Public Speaking	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 196	Office Confidentiality and Security	3
AOT 180	Customer Service	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Spring Semester

ACC 240	Computerized Accounting	3
AOT 161	Records Management	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
MAT 155 or MAT 120	Contemporary Mathematics or Probability and Statistics	3
SPC 205	Public Speaking	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 196	Office Confidentiality and Security	3
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

Summer Semester

ACC 240	Computerized Accounting	3
AOT 180	Customer Service	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 165	Information Processing Software	3
AOT 196	Office Confidentiality and Security	3
CPT 172	Microcomputer Database	3
ENG 165 or ENG 102	Professional Communications or English Composition II	3
Hours		15
Second Year		
Summer Semester		
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
SPC 205	Public Speaking	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		12
Fall Semester		
ACC 240	Computerized Accounting	3
AOT 161	Records Management	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
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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
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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
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AOT 212	Medical Document Production	3
AOT 255	Senior Practicum	3
CPT 270	Advanced Microcomputer Applications	3
Hours		12
Total Hours		66

AOT 255	Senior Practicum	3
Hours		12
Total Hours		66

Summer Start

Course	Title	Hours
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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