

ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

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