

# ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

## Requirements

Courses	Course Title	Credit Hours
<b>General Education</b>		
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 ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
Elective Humanities/Fine Arts ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
Subtotal		15
<b>Required Core Subject Areas</b>		
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
<b>Other Courses Required for Graduation</b>		
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
<b>Select a Concentration option below</b>		<b>21</b>
<b>Accounting Concentration - AOA3</b>		
ACC 101	Accounting Principles I	
ACC 102	Accounting Principles II	
ACC 240	Computerized Accounting	
AOT 196	Office Confidentiality and Security	
AOT 255	Senior Practicum	
CPT 270	Advanced Microcomputer Applications	
SPC 205	Public Speaking	
<b>Legal Concentration - AOL3</b>		
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	

<b>Medical Coding/Billing Concentration - AOB3</b>	
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
<b>Medical Concentration - AOM3</b>	
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
<b>Total Hours</b>	<b>66</b>