

# ADMINISTRATIVE OFFICE TECHNOLOGY, ACCOUNTING CONCENTRATION, A.A.S. - AOA3

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.

## Requirements

Courses	Course Title	Credit Hours
<b>General Education Courses</b>		
	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
ENG 101	English Composition I	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
SPC 205	Public Speaking	3
<b>Subtotal</b>		<b>18</b>
<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
<b>Subtotal</b>		<b>15</b>
<b>Other Courses Required for Graduation</b>		
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ACC 240	Computerized Accounting	3
AOT 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
CPT 270	Advanced Microcomputer Applications	3
CPT 274	Advanced Microcomputer Spreadsheets	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
IST 281	Presentation Graphics	3

<b>Subtotal</b>	<b>30</b>
Total Hours	63

## Graduation Plan

### Fall Start

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15

### Spring Semester

ACC 101	Accounting Principles I	3
ENG 101	English Composition I	3
IST 281	Presentation Graphics	3
SPC 205	Public Speaking	3
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
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 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
CPT 274	Advanced Microcomputer Spreadsheets	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
Hours		15

#### Spring Semester

ACC 240	Computerized Accounting	3
AOT 161	Records Management	3
CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
Hours		12
Total Hours		63



## Spring Start

Course	Title	Hours
<b>First Year</b>		
<b>Spring Semester</b>		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15
<b>Summer Semester</b>		
ACC 101	Accounting Principles I	3
AOT 161	Records Management	3
ENG 101	English Composition I	3
Hours		9
<b>Fall Semester</b>		
ACC 102	Accounting Principles II	3
AOT 165	Information Processing Software	3
IST 281	Presentation Graphics	3
SPC 205	Public Speaking	3
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
Hours		15
<b>Second Year</b>		
<b>Spring Semester</b>		
AOT 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	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
Hours		15
<b>Summer Semester</b>		
ACC 240	Computerized Accounting	3
CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
Hours		9
Total Hours		63

## Summer Start

Course	Title	Hours
<b>First Year</b>		
<b>Summer Semester</b>		
AOT 105	Keyboarding	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
Hours		9

## Fall Semester

ACC 101	Accounting Principles I	3
AOT 133	Professional Development	3
AOT 165	Information Processing Software	3
MAT 155	Contemporary Mathematics	3
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
Hours		15

## Spring Semester

ACC 102	Accounting Principles II	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
IST 281	Presentation Graphics	3
SPC 205	Public Speaking	3
Hours		15

## Second Year

### Summer Semester

AOT 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
Hours		9

### Fall Semester

ACC 240	Computerized Accounting	3
AOT 161	Records Management	3
CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
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
Hours		15
Total Hours		63

## 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.

Developmental classes should be taken first. AOT 105 may be taken along with developmental coursework.

## 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 Angel Alexander for more information on the exemption test.
- RDG100 or appropriate placement test score in Reading is a prerequisite for all ACC, AOT, BUS, CPT, CWE, IST, and MGT courses.
- The first English required for this program is ENG 165. Students will follow this progression, with their starting point being determined by their placement test scores: ENG 032/012 and/or RDG 032/012 (or RWR 032/012) > ENG 100 and/or RDG 100 (or RWR 100) > ENG 165. Students who want to transfer to a 4-year school in the future may choose to take ENG 101 and ENG 102 instead of ENG 165 and ENG 101.
- MAT 155 is required in this program. Students will follow this progression, with their starting point being determined by their placement test scores: MAT 032/012 > MAT 155.
- 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 purpose of the AOT - Accounting Concentration is to provide students the accounting and data entry skills necessary to pursue positions in accounting offices, financial institutions, and other similar organizations.

As part of their coursework, 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.