

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

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
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 (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		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 (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
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
First Year		
Spring Semester		
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

Summer Semester

ACC 101	Accounting Principles I	3
AOT 161	Records Management	3
ENG 101	English Composition I	3
Hours		9

Fall Semester

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 (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Second Year

Spring Semester

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 (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

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
First Year		
Summer Semester		
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 (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		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 (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15
Total Hours		63