

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

Requirements

Courses	Course Title	Credit Hours
General Education Courses		
	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
ENG 101	English Composition I	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
SPC 205	Public Speaking	3
Subtotal		18
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		
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
Subtotal		30
Total Hours		63