

ADMINISTRATIVE OFFICE TECHNOLOGY, LEGAL CONCENTRATION, A.A.S. - AOL3

Students in the AOT – Legal Concentration complete AOT courses, as well as Business Law and American Government in order to learn more about the American legal system and its policies and procedures. The legal concentration prepares students for work as a legal secretary or as an office worker in a local, state, or federal government office. 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
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
AOT 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
BUS 121	Business Law I	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
PSC 201	American Government	3
Subtotal		30
Total Hours		63

Administrative Office Technology (A.A.S.) - Legal Concentration
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

BUS 121	Business Law 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
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		6

Second Year

Fall Semester

ACC 101	Accounting Principles I	3
AOT 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		15

Spring Semester

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
PSC 201	American Government	3
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

BUS 121	Business Law I	3
ENG 101	English Composition I	3
IST 281	Presentation Graphics	3
Hours		9

Fall Semester

AOT 161	Records Management	3
AOT 165	Information Processing Software	3
SPC 205	Public Speaking	3
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
Hours		15

Second Year

Spring Semester

ACC 101	Accounting Principles I	3
AOT 120	Introduction to Machine Transcription	3
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		15

Summer Semester

CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
PSC 201	American Government	3
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		
AOT 133	Professional Development	3
BUS 121	Business Law I	3
IST 281	Presentation Graphics	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

AOT 165	Information Processing Software	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Second Year

Summer Semester

ACC 101	Accounting Principles I	3
AOT 120	Introduction to Machine Transcription	3
CPT 172	Microcomputer Database	3
Hours		9

Fall Semester

AOT 161	Records Management	3
AOT 180	Customer Service	3
CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
PSC 201	American Government	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 AOT - Legal Concentration prepares students for work as a legal secretary or as an office worker in a local, state, or federal government office. At the end of their program, students are placed in 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.