

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

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

Fall Semester

Spring Semester

Summer Semester

Second Year

Fall Semester

Spring Semester

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

Summer Semester

Fall Semester

Second Year

Spring Semester

Summer Semester

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