

**PIEDMONT TECHNICAL COLLEGE
OFFICE TECHNICIAN CERTIFICATE**

Day Program – 3 terms

FIRST SEMESTER	<u>CLASS</u>	<u>LAB</u>	<u>CREDIT</u>
BUS 101 Introduction to Business	3.0	0.0	3.0
CPT 101 Introduction to Computers	3.0	0.0	3.0
MGT 101 Principles of Management	3.0	0.0	3.0
AOT 105 Keyboarding	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	12.0	0.0	12.0
SECOND SEMESTER			
ACC 101 Accounting Principles I	3.0	0.0	3.0
CPT 274 Advanced Microcomputer Spreadsheets	3.0	0.0	3.0
AOT161 Information Management	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	9.0	0.0	9.0
SUMMER TERM			
CPT 272 Advanced Microcomputer Data Base	3.0	0.0	3.0
IST 281 Presentation Graphics	3.0	0.0	3.0
AOT 165 Information Processing Software	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	9.0	0.0	9.0
TOTAL CREDIT HOURS	30.0	0.0	30.0