

**PIEDMONT TECHNICAL COLLEGE**  
**ASSOCIATE IN APPLIED SCIENCE**  
**MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY – ACCOUNTING CONCENTRATION**

Day Program – 5 terms

<b>FIRST SEMESTER</b>		<u>CLASS</u>	<u>LAB</u>	<u>CREDIT</u>
ENG 165	Office Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
AOT 105	Keyboarding	3.0	0.0	3.0
AOT 134	Professional Communications	3.0	0.0	3.0
CPT 101	Introduction to Computers	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
<b>SECOND SEMESTER</b>				
ACC 101	Accounting Principles I	3.0	0.0	3.0
ECO 101	Basic Economics	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
PSY 103	Human Relations	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
<b>SUMMER TERM</b>				
ACC 102	Accounting Principles II	3.0	0.0	3.0
AOT 165	Information Processing Software	3.0	0.0	3.0
IST 281	Presentation Graphics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
<b>THIRD SEMESTER</b>				
AOT 120	Introduction to Machine Transcription	3.0	0.0	3.0
AOT 251	Administrative Systems & Procedures	3.0	0.0	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0	0.0	3.0
SPC 205	Public Speaking	3.0	0.0	3.0
Elective	Humanities/Fine Arts	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
<b>FOURTH SEMESTER</b>				
ACC 240	Computerized Accounting	3.0	0.0	3.0
AOT 161	Records Management	3.0	0.0	3.0
AOT 270	SCWE in Administrative Office Technology	1.0	10.0	3.0
CPT 272	Advanced Microcomputer Data Base	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		<b>10.0</b>	<b>10.0</b>	<b>12.0</b>
 <b>TOTAL CREDIT HOURS</b>		<b>61.0</b>	<b>10.0</b>	<b>63.0</b>