

**PIEDMONT TECHNICAL COLLEGE**  
**ASSOCIATE IN APPLIED SCIENCE**  
**MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY-MEDICAL CONCENTRATION**

Day Program – 5 terms

<b>FIRST SEMESTER</b>		<u><b>CLASS</b></u>	<u><b>LAB</b></u>	<u><b>CREDIT</b></u>
AOT 105	Keyboarding	3.0	0.0	3.0
AOT 134	Office Communications	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
<b>SECOND SEMESTER</b>				
AHS 102	Medical Terminology	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>				
AOT 165	Information Processing Software	3.0	0.0	3.0
IST 281	Presentation Graphics	3.0	0.0	3.0
Elective	Humanities/Fine Arts	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
<b>THIRD SEMESTER</b>				
ACC 101	Accounting Principles I	3.0	0.0	3.0
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	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
<b>FOURTH SEMESTER</b>				
AOT 161	Records Management	3.0	0.0	3.0
AOT 212	Medical Document Production	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>
		10.0	10.0	12.0
 <b>TOTAL CREDIT HOURS</b>		 <b>61.0</b>	 <b>10.0</b>	 <b>63.0</b>