

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

Day Program – 5 terms

FIRST SEMESTER		<u>CLASS</u>	<u>LAB</u>	<u>CREDIT</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
SPA 101	Elementary Spanish I	4.0	0.0	4.0
		16.0	0.0	16.0

SECOND SEMETER				
AOT 165	Information Processing Software	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
MAT 155	Contemporary Mathematics	3.0	0.0	3.0
SPA 102	Elementary Spanish II	4.0	0.0	4.0
		16.0	0.0	16.0

SUMMER TERM				
CPT 274	Advanced Microcomputer Spreadsheets	3.0	0.0	3.0
IST 281	Presentation Graphics	3.0	0.0	3.0
Elective	Humanities/Fine Arts	3.0	0.0	3.0
		9.0	0.0	9.0

THIRD SEMESTER				
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
SPC 205	Public Speaking	3.0	0.0	3.0
		12.0	0.0	12.0

FOURTH SEMESTER				
CPT 272	Advanced Microcomputer Data Base	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
PSY 103	Human Relations	3.0	0.0	3.0
		10.0	10.0	12.0

TOTAL CREDIT HOURS	63.0	10.0	65.0
---------------------------	-------------	-------------	-------------