



Associate of Applied Science: Medical Office Technology (OT.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English and Fine Arts – 6 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
ECON 21003 (ECON 2103)		Macroeconomics			
PSYC 11003 (PSYC 1103)		General Psychology			
SOC 21363 (SOC 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science and Mathematics – 3 Hours		Semester	Grade
MATH 11003 (MATH 1103)		College Algebra			
MATH 10133		Technical Math			
MATH 11103 (MATH 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
Group VI		Required Courses – 39 Hours		Semester	Grade
ACCT 20003 (ACCT 2003)		Principles of Accounting I			
BUSI 20103 (BUSI 2013)		Business Communication			
ACCT 28333		Computerized Accounting			
BIOL 10363		Intro to Anatomy			
BUSI 12353		Advanced MS Office Applications			
BUSI 12853		Integrated Office Projects			
HIMT 11303		Medical Terminology I			
HIMT 12303		Medical Terminology II			
BUSI 11003 (BUSI 1103)		Keyboarding/Document Processing			
HIMT 15303		Intro to Medical Coding			
HIMT 20303		Electronic Health Records			
HIMT 26303		Intermediate Medical Coding			
HIMT 12103		Medical Office Internship			
		Approved Electives – 6 Hours		Semester	Grade
BUSI 10103 (BUSI 1013)		Intro to Business			
ACCT 20103 (ACCT 2013)		Principles of Accounting II			
BUSI 23333		Principles of Management			
CPSI 13343		Programming/Coding for Web Design			
CPSI 27343		Relational Database			
ISYS 13333		Help Desk Support			
ISYS 19303		Maintaining and Managing PCs			
Program/Graduation Requirements					
Total Program Hours		60 Hours		Deficiencies:	
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)