



Associate of Applied Science: Medical Office Technology

Name		Student ID		Phone	
Address				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		
SOCI 21363 (SOCI 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 (Signature)	

(ACTS #)