



Associate of Applied Science: 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		
EH 113 (ENGL 1013)	Composition I						
EH 123 (ENGL 1023)	Composition II						
Group II (ACTS)	Social Sciences – 3 Hours			Semester	Grade		
ES 213 (ECON 2103)	Macroeconomics						
PSY 213 (PSYC 1103)	General Psychology						
SY 213 (SOCI 1013)	Fundamentals of Sociology						
Group III (ACTS)	Science and Mathematics – 3 Hours			Semester	Grade		
MS 123 (MATH 1103)	College Algebra						
MS 143	Technical Math						
MS 183 (MATH 1003)	College Mathematics						
Group IV	Physical Education – None Required						
Group V (ACTS)	Computer Technology – 3 Hours			Semester	Grade		
CT 113 (CPSI 1003)	Computer Information Systems						
Group VI	Required Courses – 21 Hours			Semester	Grade		
BAN 213 (ACCT 2003)	Principles of Accounting I						
BAN 263 (BUSI 2013)	Business Communication						
BAN 283	Computerized Accounting						
CT 1233	Advanced MS Office Applications						
CT 1283	Integrated Office Projects						
OT 133 (BUSI 1103)	Keyboarding/Document Processing						
OT 223	Administrative Support Procedures						
Office Technology Degree Options							
PCCUA (ACTS)	Admin. Support Option 24 Hours	Sem	Grade	PCCUA (ACTS)	Medical Option 24 Hours	Sem	Grade
BAN 113 (BUSI 1013)	Intro to Business			BY 103	Intro to Anatomy		
BMGT 233	Principles of Management			OT 113	Medical Terminology I		
CT 233	Prog./Coding Web Design			OT 123	Medical Terminology II		
CT 273	Relational Database			OT 153	Intro to Medical Coding		
NT 133	Help Desk Support			OT 203	Comp. in the Med. Office		
OT 1203	Admin. Support Internship			OT 263	Intermediate Medical Coding		
PR 233	Printing Layout and Design			OT 1213	Medical Office Internship		
	Business Elective			OT 1273	Medical Transcription		
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 #)