



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
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 (SOC 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 193 (MATH 1113)	Quantitative Reasoning				
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 – 42 Hours			Semester	Grade
BAN 213 (ACCT 2003)	Principles of Accounting I				
BAN 263 (BUSI 2013)	Business Communication				
BAN 283	Computerized Accounting				
BY 103	Intro to Anatomy				
CT 1233	Advanced MS Office Applications				
CT 1283	Integrated Office Projects				
OT 113	Medical Terminology I				
OT 123	Medical Terminology II				
OT 133 (BUSI 1103)	Document Processing				
OT 153	Intro to Medical Coding				
OT 203	Comp. in the Med. Office				
OT 223	Administrative Support Procedures				
OT 263	Intermediate Medical Coding				
OT 1213	Medical Office Internship				
	Approved Electives – 3 Hours			Semester	Grade
BMGT 233	Principles of Management				
CT 233	Web Design				
CT 273	Relational Database				
NT 133	Help Desk Support				
NT 193	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 #)