



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

Name		Student ID		Phone	
Address		Major		Email	
<b>Group I (ACTS)</b>		<b>English and Fine Arts – 6 Hours</b>		<b>Semester</b>	<b>Grade</b>
EH 113 / ENGL 10103 (ENGL 1013)		Composition I			
EH 123 / ENGL 10203 (ENGL 1023)		Composition II			
<b>Group II (ACTS)</b>		<b>Social Sciences – 3 Hours</b>		<b>Semester</b>	<b>Grade</b>
ES 213 / ECON 21003 (ECON 2103)		Macroeconomics			
PSY 213 / PSYC 11003 (PSYC 1103)		General Psychology			
SY 213 / SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
<b>Group III (ACTS)</b>		<b>Science and Mathematics – 3 Hours</b>		<b>Semester</b>	<b>Grade</b>
MS 123 / MATH 11003 (MATH 1103)		College Algebra			
MS 143 / MATH 10133		Technical Math			
MS 193 / MATH 11103 (MATH 1113)		Quantitative Reasoning			
<b>Group IV</b>		<b>Physical Education – None Required</b>			
<b>Group V (ACTS)</b>		<b>Computer Technology – 3 Hours</b>		<b>Semester</b>	<b>Grade</b>
CT 113 / CPSI 10103 (CPSI 1003)		Computer Information Systems			
<b>Group VI</b>		<b>Required Courses – 39 Hours</b>		<b>Semester</b>	<b>Grade</b>
BAN 213 / ACCT 20003 (ACCT 2003)		Principles of Accounting I			
BAN 263 / BUSI 20103 (BUSI 2013)		Business Communication			
BAN 283 / ACCT 28333		Computerized Accounting			
BY 103 / BIOL 10363		Intro to Anatomy			
CT 1233 / BUSI 12353		Advanced MS Office Applications			
CT 1283 / BUSI 12853		Integrated Office Projects			
OT 113 / HIMT 11303		Medical Terminology I			
OT 123 / HIMT 12303		Medical Terminology II			
OT 133 / BUSI 11003 (BUSI 1103)		Keyboarding/Document Processing			
OT 153 / HIMT 15303		Intro to Medical Coding			
OT 203 / HIMT 20303		Electronic Health Records			
OT 263 / HIMT 26303		Intermediate Medical Coding			
OT 1213 / HIMT 12103		Medical Office Internship			
		<b>Approved Electives – 6 Hours</b>		<b>Semester</b>	<b>Grade</b>
BAN 113 / BUSI 10103 (BUSI 1013)		Intro to Business			
BAN 223 / ACCT 20103 (ACCT 2013)		Principles of Accounting II			
BMGT 233 / BUSI 23333		Principles of Management			
CT 233 / CPSI 13343		Programming/Coding for Web Design			
CT 273 / CPSI 27343		Relational Database			
NT 133 / ISYS 13333		Help Desk Support			
NT 193 / ISYS 19303		Maintaining and Managing PCs			
<b>Program/Graduation Requirements</b>					
<b>Total Program Hours</b>		<b>60 Hours</b>	<b>Deficiencies:</b>		
<b>Hours Completed at PCCUA</b>					
<b>Hours Transferred</b>					
<b>Total Hours</b>					
<b>Grade Point Average (GPA)</b>					
<b>Advisor (Signature)</b>		<b>Vice Chancellor/Dean/Chair (Signature)</b>			

(ACTS #)