

ADMINISTRATIVE OFFICE TECHNOLOGY, MEDICAL CODING/BILLING CONCENTRATION, A.A.S. - AOB3

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15
Spring Semester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
BIO 112	Basic Anatomy and Physiology	4
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
Hours		16
Summer Semester		
AHS 171	Introduction to Medical Coding	4
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		7
Second Year		
Fall Semester		
AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
IST 281	Presentation Graphics	3
Hours		14
Spring Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 161	Records Management	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		11
Total Hours		63

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15
Summer Semester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3
ENG 101	English Composition I	3
Hours		9
Fall Semester		
AHS 171	Introduction to Medical Coding	4
BIO 112	Basic Anatomy and Physiology	4
CPT 274	Advanced Microcomputer Spreadsheets	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		14
Second Year		
Spring Semester		
AHS 172	Medical Coding and Classification System	5
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
IST 281	Presentation Graphics	3
Hours		14
Summer Semester		
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 161	Records Management	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		11
Total Hours		63
Summer Start		
Course	Title	Hours
First Year		
Summer Semester		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 101	Introduction to Computers	3
Hours		9
Fall Semester		
AHS 102	Medical Terminology	3
AOT 165	Information Processing Software	3



CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Hours		15
Spring Semester		
AHS 171	Introduction to Medical Coding	4
BIO 112	Basic Anatomy and Physiology	4
ENG 101	English Composition I	3
Elective Behavioral Science (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
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Summer Semester		
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