

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

## Requirements

Courses	Course Title	Credit Hours
<b>General Education Courses</b>		
	Elective Behavioral Science ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )	3
	Elective Humanities/Fine Arts ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )	3
ENG 101	English Composition I	3
ENG 165	Professional Communications	3
MAT 155	Contemporary Mathematics	3
Subtotal		15
<b>Required Core Subject Areas</b>		
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 161	Records Management	3
AOT 165	Information Processing Software	3
CPT 101	Introduction to Computers	3
Subtotal		15
<b>Other Courses Required for Graduation</b>		
AHS 102	Medical Terminology	3
AHS 171	Introduction to Medical Coding	4
AHS 172	Medical Coding and Classification System	5
AHS 173	Medical Coding Special Topics	2
AHS 174	Medical Coding Practicum	3
AOT 180	Customer Service	3
BIO 112	Basic Anatomy and Physiology	4
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
Subtotal		33
Total Hours		63