

# ADMINISTRATIVE OFFICE TECHNOLOGY, MEDICAL CONCENTRATION, A.A.S. - AOM3

The AOT – Medical Concentration is designed to prepare students for office work in the medical field, including physicians’ offices and hospitals. In addition to their AOT courses, students will complete courses in medical terminology, medical documentation, and electronic medical records. At the end of the program, students will be placed in a cooperative work experience (internship) to further prepare them for the workforce.

## 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
<b>Subtotal</b>		<b>15</b>
<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
<b>Subtotal</b>		<b>15</b>
<b>Other Courses Required for Graduation</b>		
AHS 102	Medical Terminology	3
AOT 120	Introduction to Machine Transcription	3
AOT 164	Medical Information Processing	3
AOT 180	Customer Service	3
AOT 212	Medical Document Production	3
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 270	Advanced Microcomputer Applications	3
CPT 274	Advanced Microcomputer Spreadsheets	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
IST 281	Presentation Graphics	3
<b>Subtotal</b>		<b>33</b>
<b>Total Hours</b>		<b>63</b>

Administrative Office Technology (A.A.S.) - Medical Concentration  
 Graduation Plans

### Fall Start

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
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
<b>Hours</b>		<b>15</b>

### Spring Semester

AOT 161	Records Management	3
AOT 165	Information Processing Software	3
ENG 101	English Composition I	3
IST 281	Presentation Graphics	3
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
<b>Hours</b>		<b>15</b>

### Summer Semester

AHS 102	Medical Terminology	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
<b>Hours</b>		<b>6</b>

### Second Year

#### Fall Semester

AOT 120	Introduction to Machine Transcription	3
AOT 164	Medical Information Processing	3
AOT 180	Customer Service	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
<b>Hours</b>		<b>15</b>

#### Spring Semester

AOT 212	Medical Document Production	3
AOT 252	Medical Systems and Procedures	3
CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>63</b>

### Spring Start

Course	Title	Hours
<b>First Year</b>		
<b>Spring Semester</b>		
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 120	Introduction to Machine Transcription	3
AOT 161	Records Management	3
Hours		9

#### Fall Semester

AOT 164	Medical Information Processing	3
AOT 165	Information Processing Software	3
ENG 101	English Composition I	3
IST 281	Presentation Graphics	3
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
Hours		15

#### Second Year

##### Spring Semester

AOT 180	Customer Service	3
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	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
Hours		15

##### Summer Semester

AOT 212	Medical Document Production	3
CPT 270	Advanced Microcomputer Applications	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
Hours		9
Total Hours		63

#### Summer Start

Course	Title	Hours
<b>First Year</b>		
<b>Summer Semester</b>		
AOT 105	Keyboarding	3
CPT 101	Introduction to Computers	3
Hours		6
<b>Fall Semester</b>		
AOT 133	Professional Development	3
AOT 165	Information Processing Software	3
ENG 165	Professional Communications	3
IST 281	Presentation Graphics	3
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
Hours		15

#### Spring Semester

AHS 102	Medical Terminology	3
AOT 120	Introduction to Machine Transcription	3
AOT 161	Records Management	3
ENG 101	English Composition I	3
Hours		12

#### Second Year

##### Summer Semester

CPT 172	Microcomputer Database	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		6

##### Fall Semester

AOT 164	Medical Information Processing	3
CPT 270	Advanced Microcomputer Applications	3
MAT 155	Contemporary Mathematics	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
Hours		12

##### Spring Semester

AOT 180	Customer Service	3
AOT 212	Medical Document Production	3
AOT 252	Medical Systems and Procedures	3
CWE 101	Cooperative Work Experience Preparation	1
CWE 112	Cooperative Work Experience I	2
Hours		12
Total Hours		63

## Application and Advising

If you are ready to start your education, there are a few simple steps involved in enrolling at Piedmont Technical College.

Get Started Today (<https://www.ptc.edu/admissions/new-students/>)

## Advising Information

The following information provides a guide for advisors who are helping students enroll in this program.

### Program Notes

This program can be completed on a part-time or full-time basis. Many classes are available online, and students can start any semester.

Developmental classes should be taken first. AOT 105 may be taken along with developmental coursework.

### Notes About Individual Classes

- AOT 105 should be taken during the first semester. An exemption test is available for students with very strong keyboarding skills. Contact Angel Alexander for more information on the exemption test.
- An exemption test is available for Medical Terminology (AHS 102). Contact Susan Kinney ([https://websrv.ptc.edu/directory/Susan\\_Kinney243/](https://websrv.ptc.edu/directory/Susan_Kinney243/)) for more information.

- RDG100 or appropriate placement test score in Reading is a prerequisite for all ACC, AOT, BUS, CPT, CWE, IST, and MGT courses.
- The first English required for this program is ENG 165. Students will follow this progression, with their starting point being determined by their placement test scores: ENG 032/012 and/or RDG 032/012 (or RWR 032/012) > ENG 100 and/or RDG 100 (or RWR 100) > ENG 165. Students who want to transfer to a 4-year school in the future may choose to take ENG 101 and ENG 102 instead of ENG 165 and ENG 101.
- MAT 155 is required in this program. Students will follow this progression, with their starting point being determined by their placement test scores: MAT 032/012 > MAT 155.
- Students should have a computer or access to one. Keyboarding and computer literacy are strongly recommended.
- College policy states that computer coursework is valid for eight years.

## **Program Student Learning Outcomes**

### **Purpose Statement**

The purpose of the AOT - Medical Concentration is to prepare students for office work in the medical field, including physicians' offices, hospitals, and other health-care facilities. At the end of the program, students complete a cooperative work experience (internship) to further prepare them for the workforce.

### **Program Student Learning Outcomes**

1. Demonstrate independent application of computer software in the business environment.
2. Perform contemporary office management processes and procedures accurately and independently.
3. Demonstrate appropriate business behavior compatible with job demands.
4. Apply professional business concepts to career situations.