

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

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
Hours		15

## 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
Hours		15

## 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
Hours		6

## 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
Hours		15

### 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
Hours		12
Total Hours		63

## 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
<b>Spring Semester</b>		
AHS 102	Medical Terminology	3
AOT 120	Introduction to Machine Transcription	3
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<b>Second Year</b>		
<b>Summer Semester</b>		
CPT 172	Microcomputer Database	3
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	Hours	6
<b>Fall Semester</b>		
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