

PIEDMONT TECHNICAL COLLEGE
ASSOCIATE IN APPLIED SCIENCE
MAJOR IN ADMINISTRATIVE OFFICE TECHNOLOGY-MEDICAL CODING/BILLING
CONCENTRATION

Day Program – 5 terms

FIRST SEMESTER		<u>CLASS</u>	<u>LAB</u>	<u>CREDIT</u>
AOT 105	Keyboarding	3.0	0.0	3.0
AOT 134	Office Communications	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
ENG 165	Professional Communications	3.0	0.0	3.0
MAT 155	Contemporary Mathematics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0

SECOND SEMESTER

ACC 101	Accounting Principles I	3.0	0.0	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0	0.0	3.0
AOT 165	Information Processing Software	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
PSY 103	Human Relations	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0

SUMMER TERM

CPT 272	Advanced Microcomputer Data Base	3.0	0.0	3.0
IST 281	Presentation Graphics	3.0	0.0	3.0
Elective	Humanities/Fine Arts	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0

THIRD SEMESTER

AHS 102	Medical Terminology	3.0	0.0	3.0
AOT 120	Introduction to Machine Transcription	3.0	0.0	3.0
AHS 171	Introduction to Medical Coding	4.0	0.0	4.0
AHS 116	Patient Care Relations	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		13.0	0.0	13.0

FOURTH SEMESTER

AOT 161	Records Management	3.0	0.0	3.0
AHS 172	Medical Coding & Classification System	5.0	0.0	5.0
AHS 173	Medical Coding Special Topics	2.0	0.0	2.0
AHS 174	Medical Coding Practicum	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		13.0	0.0	13.0

TOTAL CREDIT HOURS	65.0	0.0	65.0
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