

Associate of Applied Science

TEXAS SOUTHMOST COLLEGE
Health Care, Career and Technical Education Division

A degree in Medical Office Management will prepare the student to handle the functions of receptionist/appointment scheduler, billing specialist, business office coordinator, reimbursement specialist, and/or medical coder. It will also prepare them for positions such as a Medical Office Manager, Billing Supervisor, Office Coordinator, Reception Manager, Hospital Billing Specialist or Medical Records Manager.

FIRST YEAR – FALL SEMESTER	CREDIT HOURS
BCIS 1305 Business Computer Applications.....	3
HITT 1305 Medical Terminology I.....	3
POFM 1317 Medical Administrative Support.....	3
MDCA 1309 Anatomy and Physiology for Medical Assistants.....	3
SPCH 1315 Public Speaking.....	3
SPCH 1318 OR Interpersonal Communication	

FIRST YEAR – SPRING SEMESTER	
HRPO 1311 Human Relations.....	3
POFI 2301 Word Processing.....	3
MDCA 1343 Medical Insurance.....	3
POFM 1300 Basic Medical Coding.....	3
POFI 1349 Spreadsheets.....	3
HRPO 2301 Human Resources Management.....	3

SECOND YEAR – FALL SEMESTER	
BMGT 1301 Supervision.....	3
POFM 2310 Intermediate Medical Coding.....	3
HITT 1353 Legal and Ethical Aspects for Health Information.....	3
ACNT 1303 Introduction to Accounting I.....	3
Humanities/Fine Arts Elective.....	3

SECOND YEAR – SPRING SEMESTER	
XXXX X3XX Social/Behavioral Sciences Elective.....	3
ENGL 1301 Composition I†.....	3
POFM 2380 Cooperative Education-Medical Administrative/Elective Assistant and Medical Secretary.....	3
HITT 1301 Health Data Content and Structure.....	3
MATH 1314 College Algebra†	3
MATH 1336 OR Math for Liberal Arts	

TOTAL CREDIT HOURS FOR GRADUATION – 63

« TSI Requirement (Texas Success Initiative - any other State-approved test) - Student must pass all three sections of State-approved test to graduate with this degree.
† Grade of "C" or better is required for graduation

Co-op Prerequisite: Approval of Department Chair or Co-op Coordinator.
History / Government / Social and Behavioral Science Electives: Any General Education Core course that meets these categories.