

**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.*

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

<b>FIRST YEAR – SPRING SEMESTER</b>	
<a href="#">HRPO 1311</a> Human Relations.....	3
<a href="#">POFI 2301</a> Word Processing.....	3
<a href="#">MDCA 1343</a> Medical Insurance.....	3
<a href="#">POFM 1300</a> Basic Medical Coding.....	3
<a href="#">POFI 1349</a> Spreadsheets.....	3
<a href="#">HRPO 2301</a> Human Resources Management.....	3

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

<b>SECOND YEAR – SPRING SEMESTER</b>	
XXXX X3XX Social/Behavioral Sciences Elective.....	3
<a href="#">ENGL 1301</a> Composition I†.....	3
<a href="#">POFM 2380</a> Cooperative Education-Medical Administrative/Elective Assistant and Medical Secretary.....	3
<a href="#">HITT 1301</a> Health Data Content and Structure.....	3
<a href="#">MATH 1314</a> College Algebra† .....	3
MATH 1336 <b>OR</b> 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.