

**Medical Office Management
Associate of Applied Science**

Texas Southmost College
Division of Humanities

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, or Medical Records Manager.

FIRST YEAR - FALL SEMESTER	Credit Hours
HITT 1305 ⁺ Medical Terminology I.....	3
MDCA 1309 ⁺ Anatomy and Physiology for Medical Assistants.....	3
POFM 1317 ⁺ Medical Administrative Support.....	3
POFM 1300 ⁺ Basic Medical Coding.....	3
HITT 1353 ⁺ Legal and Ethical Aspects of Health Information	3
 FIRST YEAR - SPRING SEMESTER	
BCIS 1305 ⁺ Business Computer Applications.....	3
HITT 1301 ⁺ Health Data Content and Structure.....	3
MDCA 1343 ⁺ Medical Insurance.....	3
POFM 2310 ⁺ Intermediate Medical Coding	3
ENGL 1301 ⁺ Composition I.....	3
 SECOND YEAR - FALL SEMESTER	
ACNT 1303 ⁺ Introduction to Accounting I.....	3
BMGT 1301 ⁺ Supervision.....	3
HRPO 1311 ⁺ Human Relations.....	3
POFI 1349 ⁺ Spreadsheets.....	3
SPCH 1315 ⁺ Public Speaking	3
 SECOND YEAR - SPRING SEMESTER	
XXXX X3XX ² Social and Behavioral Sciences Elective	3
POFM 2380 ⁺ Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary	3
HRPO 2301 ⁺ Human Resources Management	3
MATH 1332 ⁺ Contemporary Mathematics.....	3
XXXX X3XX ¹ Language, Philosophy & Culture/Creative Arts Elective.....	3

TOTAL CREDIT HOURS FOR GRADUATION - 60

⁺ Grade of “C” or better is required for graduation.

¹Language, Philosophy & Culture/Creative Arts Electives: Any General Education Core course that meets these categories.

²Social and Behavioral Sciences Elective: Any General Education Core course that meets this category.

A minimum grade of “C” must be obtained in each (BCIS, HITT, POFM, MDCA, HRPO, POFI, BMGT, ACNT) course required in the degree plan.