

**Medical Office Management
Associate of Applied Science**

Texas Southmost College
Division of Science, Mathematics, Engineering and Mathematics

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 ¹ 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.

¹Students may take any course within this category of the TSC General Education Core Curriculum.