

**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.

<b>FIRST YEAR - FALL SEMESTER</b>	<b>CREDIT HOURS</b>
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
 <b>FIRST YEAR - SPRING SEMESTER</b>	
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
 <b>SECOND YEAR - FALL SEMESTER</b>	
ACNT 1303+ Introduction to Accounting I .....	3
BMGT 1301+ Supervision .....	3
HRPO 1311+ Human Relations .....	3
POFI 1349+ Spreadsheets .....	3
SPCH 1315+ Public Speaking OR SPCH 1318+ Interpersonal Communication .....	3
 <b>SECOND YEAR - SPRING SEMESTER</b>	
XXXX X3XX <sup>1</sup> 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 X3XX+ Math Component Option .....	3
XXXX X3XX <sup>1</sup> Language, Philosophy & Culture/Creative Arts Elective .....	3
 <b>TOTAL CREDIT HOURS FOR GRADUATION - 60</b>	

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

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