

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.

Recommended Course Sequence

FIRST YEAR – FALL SEMESTER	Credits	Core/ Program
HITT 1305* Medical Terminology I	3	Program
MDCA 1309* Anatomy and Physiology for Medical Assistants	3	Program
POFM 1317* Medical Administrative Support	3	Program
POFM 1300* Basic Medical Coding	3	Program
HITT 1353* Legal and Ethical Aspects of Health Information	3	Program
FIRST YEAR – SPRING SEMESTER	Credits	Core/ Program
HITT 1301* Health Data Content and Structure	3	Program
MDCA 1343* Medical Insurance	3	Program
POFM 2310* Intermediate Medical Coding	3	Program
BCIS 1305* Business Computer Applications	3	Program
ENGL 1301* Composition I	3	Core
SECOND YEAR – FALL SEMESTER	Credits	Core/ Program
ACNT 1303* Introduction to Accounting I	3	Program
BMGT 1301* Supervision	3	Program
HRPO 1311* Human Relations	3	Program
POFI 1349* Spreadsheets	3	Program
SPCH 1315* Public Speaking OR	3	Core
SPCH 1318* Interpersonal Communication		
SECOND YEAR – SPRING SEMESTER	Credits	Core/ Program
POFM 2380* Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary	3	Program
HRPO 2301* Human Resources Management	3	Program
MATH X3XX* Math Component Option	3	Core
XXXX X3XX† Social & Behavioral Sciences Elective	3	Core
XXXX X3XX† Language, Philosophy & Culture/Creative Arts Elective	3	Core
Total Credit Hours for Graduation	60	

Check course core designation at the [Class Availability website](#).

This information is provided as an example only. You will develop a personalized plan with your Success Coach and faculty advisor/mentor that reflects your goals and interests. You are required to meet with an advisor each semester to ensure you are on track for graduation. This document does not contain all the information you need to stay on track for graduation.

*Grade of "C" or better is required for graduation.

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



Program Student Learning Outcomes

Program Student Learning Outcomes (PSLO) are statements that specify what students will know, be able to do or be able to demonstrate when they have completed the program.

1. Graduates from the Medical Office Management program will apply proper coding guidelines.
2. Graduates from the Medical Office Management program will apply local, state, and federal regulations for health information management.
3. Students graduating with an AAS in Medical Office Management will demonstrate knowledge of Human Resource laws.