Medical Office Management

Associate of Applied Science
2025-2026

Division of Business, Engineering, Architecture and Technology

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

General Education/Core Curriculum Courses	Credits	Suggested Semester
ENGL 1301* Composition I	3	Spring/Year 1
SPCH 1315 Public Speaking OR	3	Fall/Year 2
SPCH 1318 Interpersonal Communication		
MATH X3XX* Mathematics Elective	3	Spring/Year 2
XXXX X3XX† Social and Behavioral Sciences Elective	3	Spring/Year 2
XXXX X3XX† Language, Philosophy & Culture Elective OR	3	Spring/Year 2
XXXX X3XX† Creative Arts Elective		

Program Courses	Credits	Suggested Semester
HITT 1305* Medical Terminology I	3	Fall/Year 1
MDCA 1309* Anatomy and Physiology for Medical Assistants	3	Fall/Year 1
POFM 1317* Medical Administrative Support	3	Fall/Year 1
POFM 1300* Basic Medical Coding	3	Fall/Year 1
HITT 1353* Legal and Ethical Aspects of Health Information	3	Fall/Year 1
HITT 1301* Health Data Content and Structure	3	Spring/Year 1
MDCA 1343* Medical Insurance	3	Spring/Year 1
POFM 2310* Intermediate Medical Coding	3	Spring/Year 1
BCIS 1305* Business Computer Applications	3	Spring/Year 1
ACNT 1303* Introduction to Accounting I	3	Fall/Year 2
BMGT 1301* Supervision	3	Fall/Year 2
HRPO 1311* Human Relations	3	Fall/Year 2
POFI 1349* Spreadsheets	3	Fall/Year 2
POFM 2380* Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary	3	Spring/Year 2
HRPO 2301* Human Resources Management	3	Spring/Year 2
Total Credit Hours for Graduation	**60**	

*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.

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.