

**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.

<b>FIRST YEAR - FALL SEMESTER</b>	<b>Credit Hours</b>
HITT 1305 <sup>+</sup> Medical Terminology I.....	3
MDCA 1309 <sup>+</sup> Anatomy and Physiology for Medical Assistants.....	3
POFM 1317 <sup>+</sup> Medical Administrative Support .....	3
POFM 1300 <sup>+</sup> Basic Medical Coding .....	3
HITT 1353 <sup>+</sup> Legal and Ethical Aspects of Health Information .....	3

<b>FIRST YEAR - SPRING SEMESTER</b>	
BCIS 1305 <sup>+</sup> Business Computer Applications.....	3
HITT 1301 <sup>+</sup> Health Data Content and Structure.....	3
MDCA 1343 <sup>+</sup> Medical Insurance .....	3
POFM 2310 <sup>+</sup> Intermediate Medical Coding .....	3
ENGL 1301 <sup>+</sup> Composition I .....	3

<b>SECOND YEAR - FALL SEMESTER</b>	
ACNT 1303 <sup>+</sup> Introduction to Accounting I .....	3
BMGT 1301 <sup>+</sup> Supervision .....	3
HRPO 1311 <sup>+</sup> Human Relations .....	3
POFI 1349 <sup>+</sup> Spreadsheets .....	3
SPCH 1315 <sup>+</sup> Public Speaking.....	3

<b>SECOND YEAR - SPRING SEMESTER</b>	
XXXX X3XX <sup>2</sup> Social and Behavioral Sciences Elective .....	3
POFM 2380 <sup>+</sup> Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary .....	3
HRPO 2301 <sup>+</sup> Human Resources Management .....	3
MATH 1332 <sup>+</sup> Contemporary Mathematics .....	3
XXXX X3XX <sup>1</sup> Language, Philosophy & Culture/Creative Arts Elective.....	3

**TOTAL CREDIT HOURS FOR GRADUATION - 60**

<sup>+</sup> Grade of “C” or better is required for graduation.

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

<sup>2</sup>Social 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.