

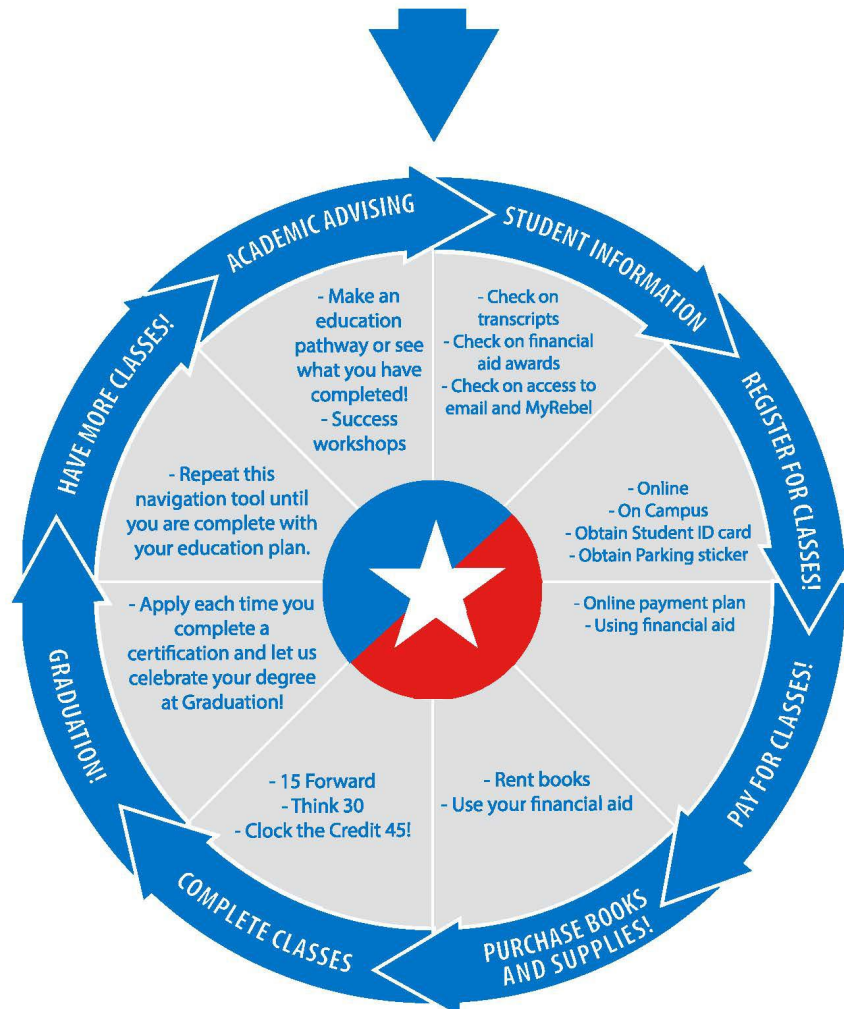


# MEDICAL OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE

Yesterday's secretary has been replaced by today's administrative assistant-individuals who thrive in fast-paced office settings and are skilled in communications, office systems and computer applications such as word processing and spreadsheets. Administrative Assistants oversee and coordinate office procedures in all types and sizes of companies. Managers in virtually every industry are increasingly turning to the administrative assistants for office management expertise, support and efficiency.

At Hill College, you'll learn how to respond to the demands of a dynamic computerized work environment. You will develop your integrated software knowledge, oral and written communication skills and office systems processes to prepare you for a career that is growing in numbers and in value.

Submit Apply Texas application, submit FAFSA, request official transcripts, submit test scores and provide proof of Meningitis shot.



For more information, contact:



## 2022/2023 EDUCATION PLAN MEDICAL OFFICE ADMINISTRATION AAS

Transfer students should review all transcripts with an academic advisor to determine if the courses apply to this education plan.

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Texas State Initiative (TSI) status Complete: \_\_\_\_\_ Incomplete: \_\_\_\_\_ (see advisor)

AAS 4141 Medical Office Administration Associate of Applied Science		60 Hours	TSI Required	
<b>Office Support I Certificate (18 Hours)</b>				
<b>CC 4146</b>	<b>Certificate of Completion</b>			<b>TSI Waived</b>
<b>Course</b>	<b>Title</b>	<b>Date completed</b>	<b>Grade</b>	
POFI 1349	Spreadsheets			
POFI 2301	Word Processing			
POFT 1313	Professional Workplace Preparation			
POFT 1319	Records & Information Management I			
POFT 1329	Beginning Keyboarding			
POFT 2312	Business Correspondence & Communications			
<b>Medical Office Support II Certificate (15 Hours)</b>				
<b>CC 4151</b>	<b>Certificate of Completion Ψ</b>			<b>TSI Waived</b>
<b>Course</b>	<b>Title</b>	<b>Date completed</b>	<b>Grade</b>	
HITT 1305	Medical Terminology			
POFM 1300	Medical Coding			
POFM 1317	Medical Administrative Support			
POFT 1321	Business Math			
POFT 2301	Intermediate Keyboarding			
<b>Medical Office Assistant Certificate (15 Hours)</b>				
<b>CT 4145</b>	<b>Certificate of Technology ΨΨ</b>			<b>TSI Required</b>
<b>Course</b>	<b>Title</b>	<b>Date Completed</b>	<b>Grade</b>	
BCIS 1305	Business Computer Applications			
ITSW 2334	Advanced Spreadsheets			
POFI 2340	Advanced Word			
POFM 1302	Medical Software Applications			
POFM 1327	Medical Insurance			
<b>Medical Office Assistant Administration (12 Hours)</b>				
<b>AAS 4141</b>	<b>Associate of Applied Science</b>			<b>TSI Required</b>
<b>Course</b>	<b>Title</b>	<b>Date Completed</b>	<b>Grade</b>	
ENGL 1301	Composition I			
MATH	College Level Mathematics*			
ELECTIVE	Social & Behavioral Sciences¶			
ELECTIVE	Language, Philosophy & Culture or Creative Arts Core¶			

\* See Core Curriculum for course options

¶ See Course Description for elective options

Ψ-Prerequisite CC 4146

ΨΨ Prerequisite CC 4146 & CC 4151

For more information, contact:

Pathway: 254-659-7912 | Student Information Services: 254.659.7600 | Academic Advising: 254.659.7650