



Business & Industry



Medical Office Administration Technology Associate of Applied Science

Program Summary Occupational Skills Awards Certifications Associate of Applied Science

Office administrators provide a key role in business management and are essential personnel for all organizations. Students learn skills in organization, communication, teamwork, accounting, office software, and problem solving.

Medical Office Administration Associate of Applied Science		60 Hours	TSI Required
Office Support I Certificate (18 hours)			
	Certificate of Completion		TSI Waived
POFI 1349	Spreadsheets		3
POFI 2301	Word Processing		3
POFT 1313	Professional Workplace Preparation		3
POFT 1319	Records and Information Management I		3
POFT 1329	Beginning Keyboard		3
POFT 2312	Business Correspondence and Communications		3

Medical Office Support II Certificate (15 Hours)			
	Certificate of Completion		TSI Waived
HITT 1305	Medical Terminology		3
POFM 1300	Basic Medical Coding		3
POFM 1317	Medical Administrative Support		3
POFT 1321	Business Math		3
POFT 2301	Intermediate Keyboarding		3

Medical Office Assistant Certificate (15 Hours)			
	Certificate of Technology		TSI Required
BCIS 1305	Business Computer Applications		3
ITSW 2334	Advanced Spreadsheets		3
POFI 2340	Advanced Word Processing		3
POFM 1302	Medical Software Applications		3
POFM 1327	Medical Insurance		3

Medical Office Assistant Administration (12 Hours)			
	Associate of Applied Science		TSI Required
ENGL 1301	Composition I		3
MATH	College Level Mathematics*		3
ELECTIVE	Social and Behavioral Sciences¶		3
ELECTIVE	Language, Philosophy and Culture or Creative Arts Core¶		3

*See Core Curriculum for course options

¶ See Course Description for elective options



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Medical Office Administration

Occupational Skills Award

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Hill College offers an Occupational Skills Award (OSA) designed for students pursuing careers in office administration technology and industry professionals seeking to enhance their skills and education. These credentials can be completed in as little as one semester, providing pathways to immediate employment or increased marketability in the workforce. OSAs enable students to enter high-demand career fields with focused, efficient training. Credits earned through these awards can be applied toward Level 1 Certificates or Associate of Applied Science (AAS) Degrees at Hill College, creating seamless educational advancement opportunities.

Course	Semester Credit Hours
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFM 1317 Medical Administration Management	3
POFT 1319 Records and Information Management I	3
Total	12



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Medical Office Administration

Certifications (Sequenced)

Program Summary

Occupational Skills Awards

Certifications

Associate of Applied Science

Office Support I

Year 1: Semester 1

Course	Semester Credit Hours
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 1313 Professional Workplace Preparation	3
POFT 1319 Records and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

Medical Office Support II

Year 1: Semester 1

Course	Semester Credit Hours
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 1313 Professional Workplace Preparation	3
POFT 1319 Records and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

Year 1: Semester 2

Course	Semester Credit Hours
HITT 1305 Medical Terminology	3
POFM 1300 Basic Medical Coding	3
POFM 1317 Medical Administrative Support	3
POFT 1321 Business Math	3
POFT 2301 Intermediate Keyboarding	3
Total	15



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Certificate of Technology

Year 1: Semester 1

Course	Semester Credit Hours
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 1313 Professional Workplace Preparation	3
POFT 1319 Records and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

Year 1: Semester 2

Course	Semester Credit Hours
HITT 1305 Medical Terminology	3
POFM 1300 Basic Medical Coding	3
POFM 1317 Medical Administrative Support	3
POFT 1321 Business Math	3
POFT 2301 Intermediate Keyboarding	3
Total	15

Year 2: Semester 1

Course	Semester Credit Hours
BCIS 1305 Business Computer Apps	3
ITSW 2334 Advanced Spreadsheets	3
POFI 2340 Advanced Word Processing	3
POFM 1302 Medical Software Apps	3
POFM 1327 Medical Insurance	3
Total	15



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Medical Office Administration

Associate of Applied Science

Program Summary

Occupational Skills Awards

Certifications

Associate of Applied Science

Year 1: Semester 1

Course	Semester Credit Hours
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 1313 Professional Workplace Preparation	3
POFT 1319 Records and Information Management I	3
POFT 1329 Beginning Keyboard	3
POFT 2312 Business Correspondence and Communications	3
Total	18

Year 1: Semester 2

Course	Semester Credit Hours
HITT 1305 Medical Terminology	3
POFM 1300 Basic Medical Coding	3
POFM 1317 Medical Administrative Support	3
POFT 1321 Business Math	3
POFT 2301 Intermediate Keyboarding	3
Total	15

Year 2: Semester 1

Course	Semester Credit Hours
BCIS 1305 Business Computer Apps	3
ITSW 2334 Advanced Spreadsheets	3
POFI 2340 Advanced Word Processing	3
POFM 1302 Medical Software Apps	3
POFM 1327 Medical Insurance	3
Total	15

Year 2: Semester 2

Course	Semester Credit Hours
ENGL 1301 Composition I	3
MATH College Level Mathematics*	3
ELECTIVE Social and Behavioral Sciences¶	3
ELECTIVE Language, Philosophy and Culture or Creative Arts Core¶	3
Total	12

*See Core Curriculum for course options

¶ See Course Description for elective options