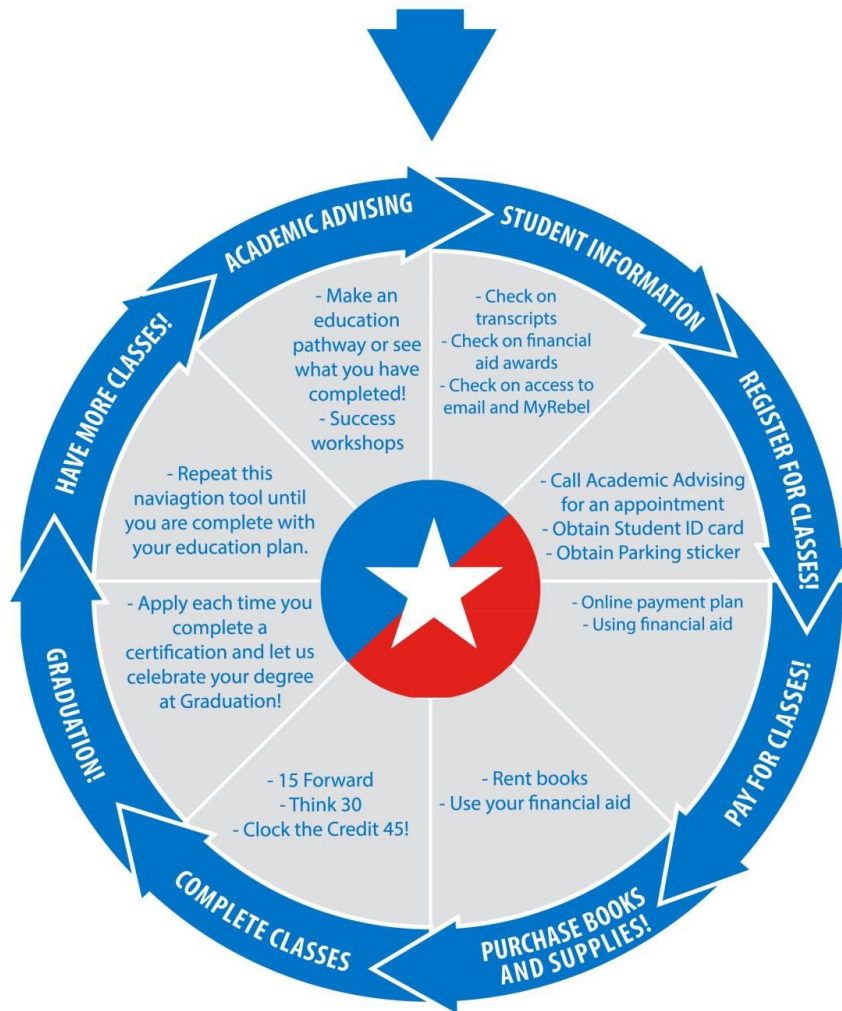




Medical Office Administration AAS Education Plan

Yesterday's secretary has been replaced by today's administrative assistant-individuals who thrive in fast-paced office settings and are skilled in communications, office systems and computer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:

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



Medical Office Administration AAS Education Plan

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)

MC 4146 Office Support I Certificate of Completion 18 hours (TSI Waived)			
Course	Title	Date completed	Grade
POFT 1329	Beginning Keyboarding		
POFT 1313	Professional Workplace Preparation		
POFI 1349	Spreadsheets		
POFI 2301	Word Processing		
POFT 2312	Business Correspondence and Communications		
POFT 1319	Records and Information Management I		

MC 4151 Medical Office Support II Certificate of Completion 33 Hours (TSI Waived) Requires Office Support I Certificate of Completion			
Course	Title	Date completed	Grade
POFM 1317	Medical Administrative Support		
POFT 2301	Intermediate Keyboarding		
HITT 1305	Medical Terminology		
POFT 1321	Business Math		
POFM 1300	Medical Coding		

MC 4145 Medical Office Assistant Certificate of Technology 48 Hours (TSI Required) Requires Office Support I Certificate of Completion and Medical Office Support II Certificate of Completion			
Course	Title	Date completed	Grade
POFI 2340	Advanced Word		
POFM 1327	Medical Insurance		
ITSW 2334	Advanced Spreadsheets		
POFM 1302	Medical Software Applications		
BCIS 1305	Business Computer Applications		

MC 4141 Medical Office Administration Associate of Applied Science 60 Hours (TSI Required) Requires Completion of Office Support I, Medical Office Support II and Medical Office Assistant Certificate of Technology *See Core Curriculum for course options			
Course	Title	Date completed	Grade
ENGL 1301	Composition		
*MATH	College Level Mathematics		
*ELECTIVE	Social and Behavioral Sciences		
*ELECTIVE	Language, Philosophy & Culture or Creative Arts Core		

For more information, contact:

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