

MEDICAL OFFICE MANAGEMENT

Associate of Applied Science

AAS.MDOM
Fall 2008-Spring 2009

Applied Business Technology
College of Applied Technology and General Studies
UTB-TSC

Student _____ ID# _____ Date _____

E-mail _____ Signature _____

Academic or Faculty Advisor _____ Date _____

FIRST SEMESTER			HRS	GR	SEM
POFT 1313	Professional Development for Office Personnel		3		
HITT 1305	Medical Terminology I		3		
POFT 1301	Business English		3	†	
POFT 1329	Beginning Keyboarding		3		
BIOL 2301, 2101	Human Anatomy & Physiology I & Lab I	or	3,1		
BIOL 1307, 1107	General Biology II & Lab II				
SECOND SEMESTER					
POFT 1319	Records & Information Management I		3		
ITSW 1301	Introduction to Word Processing*		3		
MDCA 1343	Medical Insurance		3		
POFM 1300	Medical Coding Basics		3		
ITSW 1304	Introduction to Spreadsheets		3		
HITT 1301	Health Data Content and Structure		3		
THIRD SEMESTER					
BMGT 1301	Supervision		3		
POFM 2310	Intermediate Medical Coding		3		
ACNT 1403	Introduction to Accounting I		4		
ENGL 1301	Composition I		3	†	
POFM 1309	Medical Office Procedures		3		
FOURTH SEMESTER					
MATH 1314	College Algebra	or	3	†	
	Humanities/Fine Arts Elective ¹		3		
POFM 2380	Cooperative Education (Capstone) ²		3	†	
POFT 2312	Business Correspondence & Communication		3		
	Social / Behavioral Science Elective ³		3		
TOTAL CREDIT HOURS FOR GRADUATION			65		

Please review the requirements listed on this page. Once you have read them, please show your agreement by completing the signature portion at the top.

This degree is active for six(6) years from the Catalog year above. Non-completion may require updating to an active degree.

Developmental courses may be recommended based on test scores. All students must comply with Texas Success Initiatives (TSI) requirements.

† Grade of "C" or better is required for graduation.

* Keyboarding proficiency is required. Students may be advised to take Beginning Keyboarding (POFT 1329)

¹ Humanities / Fine Arts Elective: ENGL 2332, ENGL 2333, ARTS 1301, ARTS 1303, MUSI 1306, MUSI 1308

² Co-op Prerequisite: Approval of Department Chair or Co-op Coordinator

³ Social / Behavioral Science Elective: ANTH 2351, BUSI 1301, ECON 2301, GEOG 1301, PSYC 2301, SOCI 1301, SOCI 2319, HIST 1301, HIST 1302, GOVT 2301, GOVT 2302.