

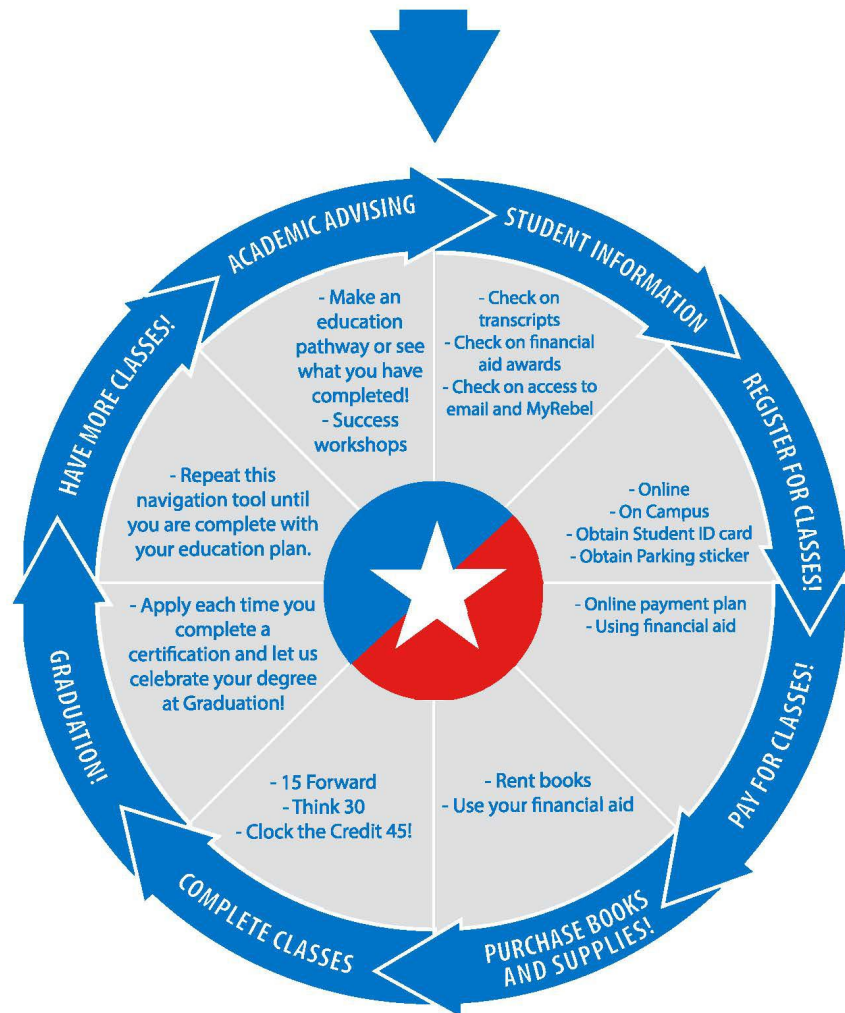


MEDICAL OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE

Yesterday's secretary has been replaced by today's administrative assistant-individuals who thrive in fast-paced office settings and are skilled in communications, office systems and computer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

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



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	
Office Support I Certificate (18 Hours)				
CC 4146	Certificate of Completion			TSI Waived
Course	Title	Date completed	Grade	
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			
Medical Office Support II Certificate (15 Hours)				
CC 4151	Certificate of Completion Ψ			TSI Waived
Course	Title	Date completed	Grade	
HITT 1305	Medical Terminology			
POFM 1300	Medical Coding			
POFM 1317	Medical Administrative Support			
POFT 1321	Business Math			
POFT 2301	Intermediate Keyboarding			
Medical Office Assistant Certificate (15 Hours)				
CT 4145	Certificate of Technology ΨΨ			TSI Required
Course	Title	Date Completed	Grade	
BCIS 1305	Business Computer Applications			
ITSW 2334	Advanced Spreadsheets			
POFI 2340	Advanced Word			
POFM 1302	Medical Software Applications			
POFM 1327	Medical Insurance			
Medical Office Assistant Administration (12 Hours)				
AAS 4141	Associate of Applied Science			TSI Required
Course	Title	Date Completed	Grade	
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

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