### Academic Support Courses - 12 SCH
- COSC 1301 - Introduction to Computing
- HITT 1305 - Medical Terminology I
- HPRS 2300 - Pharmacology for Health Professions
- MDCA 1309 - Anatomy and Physiology for Medical Assistants

### First Semester - 12 SCH (Summer)
- HITT 2340 - Advanced Medical Billing and Reimbursement
- MDCA 1343 - Medical Insurance
- POFM 1300 - Basic Medical Coding
- POFM 1302 - Medical Software Applications

### Second Semester - 12 SCH
- HITT 2335 - Coding and Reimbursement Methodologies
- ITSW 1304 - Introduction to Spreadsheets
- POFT 1364 - Practicum - Administrative Assistant & Secretarial Science, General
- POFT 2312 - Business Correspondence & Communication

### Marketable Skills
- Critical Thinking
- Communication
- Teamwork
- Personal Responsibility
- Social Responsibility
- Computer Skills
- Organizational Skills
- Customer Service
- Experience Through Volunteer Medical Office Work

### Program Outcomes
- Medical Terminology
- Basic Clinic Operating Procedures
- Medical Office Billing Practices
- Electronic Health Records
- Good working knowledge of anatomy and physiology
- General Knowledge of ICD-10 and CPT Coding
- Submission of claims to insurance carriers
- Answering inquiries on a timely basis
- Microsoft Office Word, Excel, PowerPoint

### High School Endorsements
- Public Service

### Expected Salary
**Texas wage data:** workers on average earn $39,990; 10% of workers earn $26,790 or less; 10% of workers earn $67,570 or more.

### Additional Educational Opportunities
- Associate Degree, Bachelor or Master Degree in Business Administration, Public Health, or Health Administration

### Career Opportunities
- Medical Secretary; Healthcare Technician; Medical Biller/Coder; Medical Clinic Receptionist; Front Office Assistant in a Physician's Office; Unit Clerk in a Health Care Facility; Allied Health Care Administrative Assistant; Patient Registration.