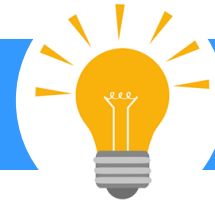


OFFICE PROFESSIONAL (MEDICAL)



ASSOCIATE OF APPLIED SCIENCE

The Office Professional - Medical Associate of Applied Science degree is designed for students wanting to pursue a secretarial career in a medical office. Courses in the degree focus on improving basic math, English, computer and communication skills. In addition, students will become skilled at medical terminology, office procedures, and medical documentation processing.

Academic advisor: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I	3
_____	BCIS 1305	Business Computer Applications	3
_____	POFI 2401	Word Processing	4
_____	POFT 1301	Business English	3
_____	POFT 2301	Intermediate Keyboarding	3
			16

SEMESTER II

_____	ACNT 1304	Intro to Accounting II	3
_____	BIOL 2404	Intro to Anatomy & Physiology	4
_____	POFI 1449	Spreadsheets	4
_____	POFT 1321	Business Math	3
			14

SEMESTER III

_____	HITT 1305	Medical Terminology I	3
_____	HITT 1441	Coding & Classification Systems (prereq: BIOL 2404)	3
_____	HITT 1301	Health Data Content and Structure	4
_____	SPCH 1315	Public Speaking	3
_____	_____	Humanities/Fine Arts	3
			16

SEMESTER IV

_____	HITT 1303	Medical Terminology II	3
_____	HITT 1211	Health Information Systems	2
_____	HITT 1342	Ambulatory Coding	3
_____	POFT 2312*	Business Correspondence & Communication	3
_____	_____	Social/Behavioral Science	3
			14

TOTAL HOURS = 60

Advising Notes

BIOL 2404 must be taken before HITT 1441 - Coding & Classification Systems.

Students taking POFT 2301 – Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

Students taking POFI 2401 – Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.

*Capstone course

[Click here](#) to view career details (pay, job outlook, work environment, etc.)

[Click here](#) to visit the Panola College - Office Professional (Medical) web page for more information