



# TEXARKANA COLLEGE

## Medical Office Procedures | Associate of Applied Science

Brandon Washington | Dean of Workforce | brandon.washington@texarkanacollege.edu | 903.823.3192

### LIST OF COURSES

POFT 1127-Introduction to Keyboarding  
 POFT 1329-Beginning Keyboarding  
 HRPO 1280-Cooperative Edu. HRM/Personnel Admin.  
 POFM 1317-Medical Administrative Support  
 POFT 1319-Records & Information Management I  
 POFT 1291-Topics in Business Communications  
 POFT 2203-Speed & Accuracy Building  
 POFT 2401-Intermediate Keyboarding  
 MDCA 1213-Medical Terminology  
 ACNT 1303-Introduction to Accounting I  
 TECM 1191-Special Topics in Applied Mathematics  
 HPRS 1201- Introduction to Health Professions  
 LEAD 1100-Workforce Dev. with Critical Thinking  
 MRMT 1307-Medical Transcription  
 POFM 1327 Medical Insurance  
 HPRS 2221-Medical Law & Ethics  
 POFM 2286-Internship-Medical Office Assistant  
 POFT 2387-Internship  
 ENGL 1301 Composition I  
 BCIS 1305-Business Computer Application or PSYC 1300  
 SPCH 1315-Public Speaking  
 College Level Math or Natural Science  
 Art/Drama/Music Elective  
 Social Science Elective

SEMESTER 1	SEMESTER 3
POFT 1127	MRMT 1307
POFT 1329	POFM 1327
HRPO 1280	HPRS 2221
POFT 1317	POFM 2286
POFT 1319	POFT 2387
POFT 1291	
SEMESTER 2	SEMESTER 4
POFT 2203	ENGL 1301
POFT 2401	BCIS 1305 or PSYC 1300
MDCA 1213	SPCH 1315
ACNT 1303	College Level Math or Natural Science
TECM 1191	Art/Drama/Music Elective
HPRS 1201	Social Science Elective
LEAD 1100	

### LEARNING OUTCOMES/MARKETABLE SKILLS

Critical Thinking | Teamwork | Communication | Professionalism | Problem Solving | Customer Service | Organization | Time Management

### EDUCATIONAL OPPORTUNITIES

B.A.A.S. Texas A&M - Texarkana

### CAREER OPPORTUNITIES (B.A. OR HIGHER)

Administrative Assistant | Medical Transcriber | Medical Billing Clerk | Patient Representative | Medical Office Assistant

### HIGH SCHOOL ENDORSEMENTS

Business & Industry | Multi-Disciplinary

### LINKS TO COLLEGES & PROFESSIONAL ORGANIZATIONS:

<http://tamut.edu/Academics/Colleges-and-Departments/CASE/Undergraduate-Programs/BAAS/BAA%20Program.html>

*Start Smart. Finish Strong.*