



AAS Medical Office Administration to
Bachelor of Applied Arts & Sciences
Guided Pathway
Effective for the 2017-2018 Catalog



First Year - Hill College

FIRST SEMESTER – 18 Hours	SECOND SEMESTER – 18 Hours
POFT 1329 Beginning Keyboarding	ACNT 1303 Introduction To Accounting I
POFI 2301 Word Processing	POFT 2301 Intermediate Keyboarding
POFT 1220 Job Search Skills	POFT 1328 Business Presentations
POFT 1321 Business Math	POFM 1317 Medical Administrative Support
POFI 1349 Spreadsheets	POFM 1327 Medical Insurance
POFT 1301 Business English	HITT 1305 Medical Terminology
PSYC 1100 Learning Framework	

Second Year – Hill College

It's best to apply to TAMUC a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

FIRST SEMESTER – 12 Hours	SECOND SEMESTER – 12 Hours
POFI 2350 Databases	ACNT 1304 Intro to Accounting II
POFM 1302 Medical Software Applications	BCIS 1305 Business Computer Applications
C ENGL 1301 Composition I	C *ELECTIVE Social and Behavioral Sciences
C *MATH College Level Mathematics Elective	C *ELECTIVE Language, Philosophy and Culture or Creative Arts Core

AAS: Medical Office Administration

You will need to apply for the associate's degree at your community college. Contact your advisor there for more information.

Third Year - Texas A&M University-Commerce

FIRST SEMESTER	SECOND SEMESTER
C ENG 1302 - GLB/US-Written Argument/Research	C HIST 1302 - U.S. History from 1865
C HIST 1301 - U.S. History to 1877	C PSCI 2302 - US/TX Government; Institutions & Policies ²
C PSCI 2301 - Principles of US and Texas Government ²	C ANY LIFE & PHYSICAL SCIENCE CORE
C ANY LIFE & PHYSICAL SCIENCE CORE	C ANY CREATIVE ARTS CORE
BAAS 301 Principles of Applied Sciences	C ANY DEGREE PATHWAY OPTION
	BAAS 326 Tech Techniques & Solutions

Fourth Year - Texas A&M University-Commerce

FIRST SEMESTER	SECOND SEMESTER
TMGT 458 Project Management	TMGT 350 Principles of Technology Management
BAAS 345 Leadership Techniques	BAAS 445 Ethical Decision Making
BAAS 408 Advanced Problem Solving (Pre-Req BAAS 326)	Upper Level Elective
BAAS 351 Financial Tools for Mgrs (Pre Req BAAS 326)	Upper Level Elective
BAAS 443 Professional Standards	TMGT 303 Technical Communications

This is not an official degree plan. Check with an advisor; degree plans may change in later catalogs.

Part-time students may also follow this sequence. Developmental coursework may be required.

* You may take a different course to meet this requirement. A specific list is available from your advisor.

C This course counts for the Core Curriculum at any public college or university in Texas.

²Taking both GOVT courses at Hill College creates a better alignment.

For questions about the University portion of this guided pathway, contact the
Applied Science Academic Advising Office at (903) 886-5155 or Misty.Lair@tamuc.edu.