



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



### First Year - Hill College

FIRST SEMESTER	SECOND SEMESTER
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	

Total Semester Hours: 18

Total Semester Hours: 18

### Second Year - Hill College

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

FIRST SEMESTER	SECOND SEMESTER
POFI 2350 Databases	ACNT 1304 Intro to Accounting II
POFM 1302 Medical Software Applications	BCIS 1305 Business Computer Applications
C ENGL 1301 Composition I (core 010)	C *Social and Behavioral Sciences (core 080)
C *MATH College Level Mathematics Elective (core 020)	C *Creative Arts Core (core 050)

Total Semester Hours: 12

Total Semester Hours: 12

### 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 Woman's University

FIRST SEMESTER	SECOND SEMESTER
C HIST 1013 – History of the United States: 1492 to 1865 (HIST 1301) (core 060)	C HIST 1023 – History of the United States: 1865 to present (HIST 1302) (core 060)
C GOV 2013 – United States Government (GOVT 2305) (core 070)	C GOV 2023 – Texas Government (GOVT 2306) (core 070)
C Life & Physical Science (core 030)	C Life & Physical Science (core 030)
C ENG 1023 – Composition II (ENGL 1302) (core 010)	C Mathematics or Wellness (core 090)
C PHIL 3053 - Ethics (PHIL 2306) (core 040)	C HS 3133 – Women's Health (core 090)

Total Semester Hours: 15

Total Semester Hours: 15

### Fourth Year - Texas Woman's University

FIRST SEMESTER	SECOND SEMESTER
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor
HS 4903 Professionalism & Ethics in Health Care	Choose Area of Emphasis with Advisor
HS 4903 Health Care in Multicultural Settings	HS 4743 Assessing, Planning & Evaluation for Professionals

Total Semester Hours: 15

Total Semester Hours: 15

**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.

() Course numbers shown in parentheses are equivalent to these courses at Texas Woman's University.

*For questions about the University portion of this guided pathway,  
Contact the Academic Advising Office at (940) 898-2852.*