



**AAS in Medical Office Management to
Bachelor of Applied Arts & Sciences in Health Sciences
Guided Pathway
2018-2019 Catalog**



First Year - Tyler Junior College

FIRST SEMESTER	SECOND SEMESTER
POFM 1317 – Medical Administrative Support	HRPO 2307 – Organizational Behavior
HITT 1305 – Medical Terminology I	POFT 1321 – Business Math
POFM 1327 – Medical Insurance	POFT 1313 – Professional Workforce Preparation
ITSW 1301 – Introduction to Word Processing	POFM 1300 – Basic Medical Coding
POFT 1301 – Business English	SPCH 1321 – Business & Pro. Communication (010)
Total semester hours: 15	Total semester hours: 15

Second Year - Tyler Junior College

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

FIRST SEMESTER	SECOND SEMESTER
ITSW 1304 – Introduction to Spreadsheets	POFM 2280 – Cooperative Education – Medical Administrative/ Executive Assistant and Medical Secretary
BIOL 2404 – Anatomy & Physiology	ENGL 2311 – Technical & Business Writing (040)
POFM 2310 – Intermediate Medical Coding	PSYC 2301 – General Psychology * (080)
ENGL 1301 – Composition I (010)	XXXX X3XX – Creative Arts Core (050)
POFM 1302 – Medical Software Applications	HITT 2245 – Coding Certification Exam Review *
Total semester hours: 16	HPRS 1105 – Essentials of Medical Law/Ethics for Health Professionals Total semester hours: 15

AAS: Medical Office Management

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
CHIST 1013 – History of the United States: 1492 to 1865 (HIST 1301) (core 060)	CHIST 1023 – History of the United States: 1865 to present (HIST 1302) (core 060)
CGOV 2013 – US Government (GOVT 2305) (core 070)	CGOV 2023 – Texas Government (GOVT 2306) (core 070)
C Life & Physical Science (core 030)	C Life & Physical Science (core 030)
C Mathematics (core 020)	C Mathematics or Wellness (core 090)
CHS 3133 – Women's Health (core 090)	C PHIL 3053 – Ethics (PHIL 2306) (core 040)
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.*