



**AAS Medical Office Administration to
Bachelor of Applied Arts and Sciences
Guided Pathway**
Effective for the 2019- 2020 Catalog

First Year - Hill College

FIRST SEMESTER – 15 Hours	SECOND SEMESTER – 15 Hours
POFT 1329 Beginning Keyboarding	POFM 1317 Medical Administrative Support
POFI 2401 Word Processing	POFT 2301 Intermediate Keyboarding
POFT 1220 Job Search Skills	HITT 1305 Medical Terminology
POFT 2312 Business Correspondence and Communication	POFT 1319 Records and Information Management I
POFI 1349 Spreadsheets	POFT 1321 Business Math

Second Year – Hill College

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

FIRST SEMESTER – 15 Hours	SECOND SEMESTER – 15 Hours
ACNT 1303 Introduction To Accounting I	C *MATH College Level Mathematics Elective
ITSW 2334 Advanced Spreadsheets	C ENGL 1301 Composition I
POFM 1327 Medical Insurance	BCIS 1305 Business Computer Applications
POFM 1302 Medical Software Applications	C *ELECTIVE Social and Behavioral Sciences
POFM 1300 Medical Coding	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 – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
BAAS 3020 - Inquiry and Discovery	BAAS 3000 – Pathways to Civic Engagement
C ENGL 1320 – College Writing II (010)	C Life and Physical Science (030)
C Life and Physical Science (030)	C Humanities course (040) or C Fine Arts course (050) depending on what student took in year 2.
MGMT 3720 – Organizational Behavior	MGMT 4470 – Leadership
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

Summer

C Component Area (090)

Fourth Year – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
C PSCI 2305 – American Gov't: Process & Policies (070)	BAAS 4100 - Managing a 21 st Century Career
C HIST 2610 – US History to 1865 (060)	C PSCI 2306 - US and Texas Constitutions and Institutions (070)
C Component Area 3XXX-4XXX (090)	C HIST 2620 – US History since 1865 (060)
MGMT 3850 – Foundations of Entrepreneurship	MGMT 4660 – International Management Perspectives
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

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 UNT.

UNT Concentrations:

This plan illustrates one possible concentration. However, there are other possible concentrations that can be selected in conjunction with your academic advisor.

For questions about the University portion of this degree plan, contact the UNT
Applied Arts and Sciences Unit Office at (940) 369-8129, baas@unt.edu
<http://baas.unt.edu>