



AAS Medical Office Administration to
Bachelor of Applied Arts & Sciences
Guided Pathway
Effective for the 2016-2017 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 |
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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.