



**AAS in Office Technology/Medical Administrative  
Assistant to Bachelor of Applied Arts & Sciences  
Guided Pathway  
2018-2019 Catalog**



**First Year – Trinity Valley Community College**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
Ⓒ ENGL 1301 English Composition I	POFT 1301 Business English
EDUC 1300/PSYC 1300 Learning Frameworks	BCIS 1305 Business Computer Applications
MDCA 1313 Medical Terminology	PSYC 2301 General Psychology
POFI 1301 Word Processing I	Ⓒ MATH 1332 Contemporary Math
ACNT 1303 Introduction to Accounting I	POFI 2340 Advanced Word Processing

**Second Year – Trinity Valley Community 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.

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
MRMT 1307 Medical Transcription I	POFM 1300 Medical Coding
ENGL 2311 Technical Report Writing	POFT 2312 Business Correspondence & Communication
ITSW 1304 Introduction to Spreadsheets	POFI 2331 Desktop Publishing
BMGT 1341 Business Ethics	POFM 1327 Medical Insurance
Ⓒ Language, Philosophy & Culture/Creative Arts (040/050)	POFM 1380 Co-op Education/Practicum

**AAS: Office Technology/Medical Administrative Assistant**

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**

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

**Fourth Year - Texas A&M University-Commerce**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
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 Managers (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.

Ⓒ 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 TAMUC.

*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.*