



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



**First Year - Trinity Valley Community College**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
BCIS 1305 Business Computer Applications <sup>(core 090)</sup>	ACNT 1303 Intro to Accounting
MDCA 1313 Medical Terminology	SPCH 1321 Business & Professional Comm. <sup>(core 090)</sup>
ENGL 1301 English Composition I <sup>(core 010)</sup>	POFT 2312 Business Correspondence & Communication
POFT 1301 Business English	POFI 2340 Advanced Word Processing
POFI 1301 Word Processing I	ITSW 1304 Electronic Spreadsheets

Total Semester Hours: 15

Total Semester Hours: 15

**Second Year - Trinity Valley Community 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.

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
POFI 2331 Desktop Publishing	POFM 1300 Medical Coding
MRMT 1307 Medical Transcription I	POFM 1327 Medical Insurance
PSYC 2301 General Psychology <sup>(core 080)</sup>	ENGL 2311 Technical Report Writing
MATH 1332 Contemporary Math <sup>(core 020)</sup>	POFM 1380 Co-op Education/Practicum
Creative Arts <sup>(core 050)</sup>	BMGT 1341 Business Ethics

Total Semester Hours: 15

Total Semester Hours: 15

**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 Woman's University**

<b>FIRST SEMESTER</b>	<b>SECOND SEMESTER</b>
HIST 1013 – History of the United States: 1492 to 1865 (HIST 1301) <sup>(core 060)</sup>	HIST 1023 – History of the United States: 1865 to present (HIST 1302) <sup>(core 060)</sup>
GOV 2013 – US Government (GOVT 2305) <sup>(core 070)</sup>	GOV 2023 – Texas Government (GOVT 2306) <sup>(core 070)</sup>
Life & Physical Science <sup>(core 030)</sup>	Life & Physical Science <sup>(core 030)</sup>
ENG 1023 – Composition II (ENGL 1302) <sup>(core 010)</sup>	PHIL 3053 - Ethics (PHIL 2306) <sup>(core 040)</sup>
Choose Area of Emphasis with Advisor	Choose Area of Emphasis with Advisor

Total Semester Hours: 15

Total Semester Hours: 15

**Fourth Year - Texas Woman's University**

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

<sup>C</sup> This course counts for the Core Curriculum at any public college or university in Texas.

<sup>( )</sup> 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.