



**AAS in Medical Office Management to  
BAAS  
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 A&M University-Commerce 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 *
	HPRS 1105 – Essentials of Medical Law/Ethics for Health Professionals

Total semester hours: 16

Total semester hours: 14

**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 Courses - Texas A&M University-Commerce**

FIRST SEMESTER	SECOND SEMESTER
ANY MATH CORE	HIST 1302 - U.S. History from 1865
HIST 1301 - U.S. History to 1877	PSCI 2302 - US/TX Government; Institutions & Policies <sup>2</sup>
PSCI 2301 - Principles of US and Texas Government <sup>2</sup>	ANY DEGREE PATHWAY OPTION
BAAS 301 Principles of Applied Sciences	BAAS 326 Tech Techniques & Solutions

**Fourth Year Courses - 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 Mangers (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 and does not count toward degree hours.

\* 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. Sometimes, taking a specific course to meet a Core requirement will also fulfill other requirements for your degree. If this course meets more than one requirement it is listed as the correct option (with no asterisk).

<sup>2</sup>Taking both GOVT courses at a TJC creates a better alignment.

( ) 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](mailto:Misty.Lair@tamuc.edu).