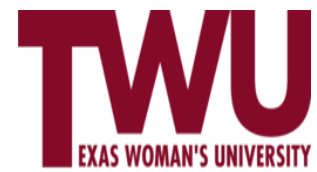




**AAS in  
Office Technology/Medical Administrative Assistant  
to BAAS in Business  
2018-2019 Catalog**



**First Year – Trinity Valley Community College**

FIRST SEMESTER	SECOND SEMESTER
Ⓒ 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 TWU a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

FIRST SEMESTER	SECOND SEMESTER
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 <sup>040</sup>	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 Woman's University**

FIRST SEMESTER	SECOND SEMESTER
Ⓒ ENGL 1023 Composition II <sup>010</sup> (ENGL 1302)	Ⓒ Creative Arts <sup>050*</sup>
Ⓒ Life & Physical Science <sup>030*</sup>	Ⓒ Life & Physical Science <sup>030*</sup>
Ⓒ GOV 2013 U.S. Government <sup>070</sup> (GOVT 2305)	Ⓒ GOV 2023 Texas Government <sup>070</sup> (GOVT 2306)
Ⓒ HIST 1013 U.S. History I <sup>060</sup> (HIST 1301)	Ⓒ HIST 1023 U.S. History II <sup>060</sup> (HIST 1302)
BUS 3003 Principles of Management	Ⓒ BUS 3393 Law for Women <sup>090</sup>

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

FIRST SEMESTER	SECOND SEMESTER
BUS 3273 Human Resource Management	BUS 4223 Human Behavior in Business Admin
BUS 3513 Professional Presentation Strategies	BUS 3243 Entrepreneurship
BUS 3113 Principles of Marketing	BUS 4903 ST: Finance for Small Business
BUS 3163 Business Communications	BUS 4903 ST: Info Systems/Data
BUS 3183 International Business <sup>GP</sup>	BUS 4343 Business Leadership Strategies

**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 TWU.

GP-course satisfies 3 hr. global perspectives graduation requirement

*For questions about the TWU portion of this guided pathway,  
Contact the School of Management Advising at 940 898-2957 and/or som@twu.edu*