



**AAS in Medical Office Management to
Bachelor of Applied Arts and Sciences
Guided Pathway
2019-2020 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*

Total semester hours: 15

Total semester hours: 15

Second Year – Tyler Junior College

It's best to apply to UNT 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
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 – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
BAAS 3020 - Inquiry and Discovery	BAAS 3000 – Pathways to Civic Engagement
ENGL 1320 – College Writing II (010)	Elective
Life and Physical Science (030)	Mathematics (020)
MGMT 3720 – Organizational Behavior	MGMT 4470 – Leadership
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

Fourth Year – University of North Texas

FIRST SEMESTER	SECOND SEMESTER
PSCI 2305 – American Gov't: Process & Policies (070)	BAAS 4100 - Managing a 21 st Century Career
HIST 2610 – US History to 1865 (060)	PSCI 2306 - US and Texas Constitutions and Institutions (070)
Component Area 3XXX-4XXX (090)	HIST 2620 – US History since 1865 (060)
MGMT 3850 – Foundations of Entrepreneurship	MGMT 4660 – International Management Perspectives
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3
PSCI 2305 – American Gov't: Process & Policies (070)	BAAS 4100 - Managing a 21 st Century Career

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.

() Course numbers shown in parentheses are equivalent to these courses at UNT.

UNT Concentrations:

In this plan, one Applied Arts and Science concentration is drawn from the community college coursework. A second is shown for illustration, and a third left open. There are many other possible concentrations that can be selected in consultation with your academic advisor.

For questions about the University portion of this degree plan, contact the UNT Applied Arts and Sciences Unit Office at (940) 369-8129, baas@unt.edu <http://baas.unt.edu>