Office Technology/Medical Administrative Assistant AAS TVCC to
Bachelor of Applied Arts and Sciences
Guided Pathway
Effective for the 2019-2020 Catalog
In order to become eligible to earn the Office Tech/Medical Admin. Asst. AAS, students are to complete:
Medical Transcription Certificate PLUS 6 Hours of Approved Electives
PLUS the courses listed in the Office Tech/Med. Admin. Asst. AAS
Medical Transcription Certificate

FIRST SEMESTER	SECOND SEMESTER
POFT 1429 Beginning Keyboarding OR POFT 2401 Intermediate Keyboarding	POFT 1301 Business English
MDCA 1313 Medical Terminology	MRMT 2333 Medical Transcription II
POFI 2301 Word Processing	POFM 1317 Medical Administrative Support
MRMT 1307 Medical Transcription I	POFT 1220 Job Search Skills

Medical Transcription Certificate Electives - Take 6 SCH
POFI 2331 Desktop Publishing (S)
POFT 1309 Administrative Office Procedures (S)
BMGT 1325 Office Management (F)
ITSW 1304 Intro to Spreadsheets (F/S)
POFI 2340 Advanced Word Processing (F/S)
POFT 2312 Business Correspondence & Communication (F/S)
BUSG 2309 Small Business Management (S)

Office Technology/Medical Administrative Asst. AAS
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
ENGL 1301 Composition I	ACNT 1303 Introduction to Accounting OR program elective if already taken
EDUC/PSYC 1300 Learning Frameworks	MATH 1332 Contemporary Math
BCIS 1305 Business Computer Applications OR program elective if already taken	POFM 1300 Basic Medical Coding OR program elective if already taken
BMGT 1341 Business Ethics	POFM 1327 Medical Insurance OR program elective if already taken
ECON 2301 Principles of Macroeconomics OR ECON 2302 Principles of Microeconomics	Lang, Phil, & Culture/Creative Arts

Office Technology/Medical Administrative Asst. Electives
BMGT 1325 Office Management (F)
BUSG 2309 Small BUsiness Management (S)
ITSE 1304 Introduction to Spreadsheets (F/S)
MRMT 2333 Medical Transcription II (S)
POFM 1314 Medical Administrative Support (F/S)
POFT 1309 Administrative Office Procedures (S)
POFT 2312 Business Correspondence & Comm. (F/S)
POFI 2331 Desktop Publishing (S)

***AAS:* Office Technology/Medical Administrative Asst.**
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
cENGL 1320 – College Writing II (010)	cLife and Physical Science (030)
cLife and Physical Science (030)	cHumanities Course (040) or cFine Arts course (050) depending on what student has already taken.
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
cPSCI 2305 – American Gov't: Process & Policies (070)	BAAS 4100 - Managing a 21st Century Career
cHIST 2610 – US History to 1865 (060)	cPSCI 2306 - US and Texas Constitutions and Institutions (070)
cComponent Area 3XXX-4XXX (090)	cHIST 2620 – US History since 1865 (060)
MGMT 3850 – Foundations of Entrepreneurship	MGMT 4660 – International Management Perspectives
3XXX-4XXX Concentration 3	3XXX-4XXX Concentration 3

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