



**AAS in Medical Office Management to  
Bachelor of Applied Arts & Sciences  
Guided Pathway  
Effective for the 2016-2017 Catalog**

**First Year – Tyler Junior College**

FIRST SEMESTER (15 SCH)	SECOND SEMESTER (15 SCH)
HITT 1305 – Medical Terminology I	°SPCH 1321 – Bus. & Prof. Communication (010)
POFM 1317 – Medical Administrative Support	POFM 1300 – Medical Coding Basics
POFM 1327 – Medical Insurance	HRPO 2307 – Organizational Behavior
POFT 1301 – Business English	POFT 1313 – Professional Workforce Preparation
ITSW 1301 – Introduction to Word Processing	POFT 1321 – Business Math

**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 (16 SCH)	SECOND SEMESTER (14 SCH)
POFM 2310 – Intermediate Medical Coding	°PSYC 2301 – General Psychology * (080)
ITSW 1304 – Introduction to Spreadsheets	HITT 2245 – Coding Certification Exam Review
POFM 1302 – Medical Software Applications	HPRS 1105 – Essentials of Medical Law/Ethics for Health Professionals
BIOL 2404 – Anatomy & Physiology	°ENGL 2311 – Technical & Business Writing (040)
°ENGL 1301 – Composition I (010)	POFM 2280 – Cooperative Ed. – Medical Admin./ Executive Assistant and Medical Secretary
	°ARTS 1301 – Art Appreciation * (050)

**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).