



**AAS in Medical Office Technology to  
Bachelor of Applied Arts and Sciences  
Guided Pathway**  
Effective for the 2019-2020 Catalog

**First Year – Central Texas College**

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 Beginning Keyboarding	POFI 2301 Word Processing
POFI 1301 Computer Applications I	POFI 1349 Spreadsheets
POFT 1301 Business English	POFM 1302 Medical Software Applications
HITT 1305 Medical Terminology I	HITT 1301 Health Data Content and Structure
POFM 1317 Medical Administrative Support	<sup>c</sup> ENGL 1301 Composition I
<sup>c</sup> MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	

**Second Year – Central Texas 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
POFT 1325 Business Math Using Technology	<sup>c</sup> SPCH 1315 or 1321
POFT 2312 Business Correspondence and Communication	<sup>c</sup> ELEC Humanities/Fine Arts Selection
HITT 1303 Medical Terminology II	<sup>c</sup> ELEC Social/Behavioral Science Selection
POFM 1327 Medical Insurance	* ELEC HITT/MDCA/MRMT/POFI/POFM/POFT Selection
* ELEC POFI/POFM/POFT Internship Selection	

**AAS: Medical Office Technology**

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
<sup>c</sup> ENGL 1320 – College Writing II (010)	<sup>c</sup> Life and Physical Science (030)
<sup>c</sup> Life and Physical Science (030)	<sup>c</sup> Humanities Course (040) or <sup>c</sup> Fine Arts course (050) depending on what student took in second year.
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
<sup>c</sup> PSCI 2305 – American Gov't: Process & Policies (070)	BAAS 4100 - Managing a 21 <sup>st</sup> Century Career
<sup>c</sup> HIST 2610 – US History to 1865 (060)	<sup>c</sup> PSCI 2306 - US and Texas Constitutions and Institutions (070)
<sup>c</sup> Component Area 3XXX-4XXX (090)	<sup>c</sup> 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

**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.
- <sup>c</sup> This course counts for the Core Curriculum at any public college or university in Texas.

**UNT Concentrations:**

This plan illustrates one possible concentration. However, there are other possible concentrations that can be selected in conjunction with your academic advisor.