



Pathway to Success Medical Office Administration Education Plan

Transfer students should review all transcripts with an academic advisor to determine if the courses apply to this education plan.

Name:		Student ID#:			
Start Date:		Semester/Year:			
Texas State Initiative (TSI) status. Complete: <input type="checkbox"/> Waived: <input type="checkbox"/> Incomplete: <input type="checkbox"/> (Complete section directly below.)					
Developmental Coursework Requirements					
Course	Date completed	Grade	Course	Date completed	Grade
READ 0302/0102			MATH 0302/0202		
READ 0302			Math 0302		
INRW 0303			Math 0303		
ENGL 0302/0102					
ENGL 0302					
Students should begin with the Certificate of Completion.					
MC 4146	Office Support I Certificate of Completion		18 Hours	(TSI Waived)	
Course	Title		Date completed	Grade	
POFT 1329	Beginning Keyboarding				
POFT 1220	Job Search Skills				
POFT 1321	Business Math				
POFI 1349	Spreadsheets				
POFT 1301	Business English OR HITT 1305 Medical Terminology				
POFI 2301	Word Processing				
PSYC 1100	Learning Framework				
MC 4149	Medical Office Assistant Certificate of Technology	42 HOURS	42 HOURS	(TSI Required)	
Course	Title		Date completed	Grade	
<i>Completion of Office Support I Certificate of Completion</i>					
ACNT 1303	Intro to Accounting I				
ACNT 1304	Intro to Accounting II				
POFT 2301	Intermediate Keyboarding				
POFT 1328	Business Presentations				
<i>Certificate of Technology Specific Courses</i>					
HITT 1305	Medical Terminology I **				
POFM 1317	Medical Administrative Support				
POFM 1327	Medical Insurance				
POFM 1302	Medical Software Applications				
POFI 2350	Databases				
MC 4141	Medical Office Administration Associate of Applied Science	60 HOURS	60 HOURS	(TSI Required)	
Course	Title		Date completed	Grade	
<i>Completion of Office Support I Certificate of Completion</i>					
<i>Completion of Medical Office Assistant Certificate of Technology</i>					
ENGL 1301	Composition I				
*MATH	College Level Mathematics				
BCIS 1305	Business Computer Applications				
*ELECTIVE	Social and Behavioral Sciences				
*ELECTIVE	Language, Philosophy & Culture or Creative Arts Core				
+Capstone Experience.					
*See Core Curriculum for course options.					
** Students who have already taken HITT 1305 will take POFT 1301.					
Comments:					