



ADMINISTRATIVE OFFICE PROFESSIONAL CAREER PATHWAY MAP (MEDICAL TRACT)

READ ALL NOTES
CAREFULLY:

✓	RECOMMENDED COURSE SEQUENCE	General Ed. Area shown on page 2	SEMESTERS OFFERED	MY PLAN (Semester and Year)	CREDIT HOURS
☐	1. POFT 1301 Business English		F, Sp		3
☐	2. POFT 1329 Beginning Keyboarding		F, Sp		3
☐	3. POFI 1301 Computer Applications I		F, Sp		3
☐	4. POFT 1313 Professional Workforce Preparation		F, Sp		3
☐	5. POFI 1204 Computer Fundamentals		F, Sp		2
					14 hours
☐	6. POFT 2401 Intermediate Keyboarding		F		4
☐	7. POFI 2301 Word Processing		F		3
☐	8. POFT 2312 Business Corres & Communication		F		3
☐	9. POFT 2364 Practicum** (16 wks)		F		3
*** ADMINISTRATIVE OFFICE PROFESSIONAL *** BASIC MEDICAL CERTIFICATE EARNED					27 hours
☐	10. POFM 1327 Medical Insurance		Sp		3
☐	11. POFM 1300 Basic Medical Coding		Sp		3
☐	12. POFM 1417 Medical Administrative Support**		Sp		4
☐	13. MDCA 1205 Medical Law and Ethics		Sp		2
☐	14. POFI 1349 Spreadsheets*		F, Sp		3
*** ADMINISTRATIVE OFFICE PROFESSIONAL *** ADVANCED MEDICAL CERTIFICATE EARNED					42 hours

- a) Courses in **bold** have a pre-requisite (previous course required). [See Catalog](#)
- b) Courses in *italics* can be taken in any order.
- c) ENGL 1301 and the first MATH class may require a co-requisite and/or developmental course depending on TSI Scores.
- d) Refer to [KC Catalog](#) for Field of Study and Degree Requirements.

CAREER OPPORTUNITIES

Medical Administrative Assistant
Medical Front Office Receptionist
Medical Billing
Medical Coder
Medical Data Entry

ADVANCED DEGREE/CREDENTIAL OPPORTUNITIES

Human Resources
Management
Education
General Business
Business Administration

- * Refer to list of General Ed. Courses and KC Catalog for all possible options.

LINKS TO COLLEGES AND PROFESSIONAL ORGANIZATIONS:

East Texas Baptist University <http://www.etbu.edu>
University of Texas at Tyler <http://www.uttyler.edu>

- ** Capstone Experience
*** Credential Earned

CONTACT INFORMATION (Click link for [KC Digital Map](#))

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