



AAS Medical Office Administration to
Online BAAS Human Resource Development (HRD) Concentration
Guided Pathway
2017-2018 Catalog



First Year - Hill College

FIRST SEMESTER – 18 Hours	SECOND SEMESTER – 18 Hours
POFT 1329 Beginning Keyboarding	ACNT 1303 Introduction To Accounting I
POFI 2301 Word Processing	POFT 2301 Intermediate Keyboarding
POFT 1220 Job Search Skills	POFT 1328 Business Presentations
POFT 1321 Business Math	POFM 1317 Medical Administrative Support
POFI 1349 Spreadsheets	POFM 1327 Medical Insurance
POFT 1301 Business English	HITT 1305 Medical Terminology
PSYC 1100 Learning Framework	

Second Year – Hill College

It's best to apply to Midwestern State a full semester before you plan to transfer. It will help if you submit a copy of this pathway with your application.

FIRST SEMESTER – 12 Hours	SECOND SEMESTER – 12 Hours
POFI 2350 Databases	ACNT 1304 Intro to Accounting II
POFM 1302 Medical Software Applications	BCIS 1305 Business Computer Applications
^C ENGL 1301 Composition I	^C *ELECTIVE Social and Behavioral Sciences
^C *MATH College Level Mathematics Elective	^C *ELECTIVE Language, Philosophy and Culture or Creative Arts Core

AAS: Medical Office Administration

You will need to apply for the associate's degree at your community college. Contact your advisor there for more information.

Third Year - Midwestern State University Online BAAS Human Resource Development (HRD) Concentration

FIRST SEMESTER	SECOND SEMESTER
ENGL 1302 (or Communications II Core)	Any Creative Arts Core
Any Physical/Life Science Core	Any Physical/Life Science Core
HIST 1133 (American History I)	HIST 1233 (American History II)
POLS 1333 (GOVT 2305-Federal Govt)	POLS 1433 (GOVT 2306-Texas Govt)
Cultural & Global Understanding	Undergraduate Inquiry & Creativity

Fourth Year - Midwestern State University Online BAAS Human Resource Development (HRD) Concentration

FIRST SEMESTER	SECOND SEMESTER
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	BAAS 4113, Capstone Project

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 Midwestern State University.

For questions about the University portion of this guided pathway,
Contact the Academic Advising Office at (940) 397-4400 or www.mwsu.edu/baas.