



**AAS in Medical Office Management to  
Online BAAS Healthcare Administration Concentration  
Guided Pathway  
2018-2019 Catalog**

**First Year – Tyler Junior College**

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

**Second Year – Tyler Junior 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	SECOND SEMESTER
ITSW 1304 – Introduction to Spreadsheets	POFM 2280 – Cooperative Education – Medical Administrative/ Executive Assistant and Medical Secretary
BIOL 2404 – Anatomy & Physiology	ENGL 2311 – Technical & Business Writing (040)
POFM 2310 – Intermediate Medical Coding	PSYC 2301 – General Psychology * (080)
ENGL 1301 – Composition I (010)	XXXX X3XX – Creative Arts Core (050)
POFM 1302 – Medical Software Applications	HITT 2245 – Coding Certification Exam Review *
Total semester hours: 16	HPRS 1105 – Essentials of Medical Law/Ethics for Health Professionals
	Total semester hours: 14

**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 – Midwestern State University Online BAAS Healthcare Administration (CA) Concentration**

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

**Fourth Year – Midwestern State University Online BAAS Healthcare Administration (CA) Concentration**

FIRST SEMESTER	SECOND SEMESTER
Select HCA Concentration Courses with Advisor	Select HCA Concentration Courses with Advisor
Select HCA Concentration Courses with Advisor	Select HCA Concentration Courses with Advisor
Select HCA Concentration Courses with Advisor	Select HCA Concentration Courses with Advisor
Select HCA Concentration Courses with Advisor	Select HCA Concentration Courses with Advisor
Select HCA Concentration Courses with Advisor	Select HCA Concentration Courses with Advisor
Select HCA 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](http://www.mwsu.edu/baas).*