



**AAS Medical Office Administration to
Bachelor of Applied Arts & Sciences in Health Sciences
Guided Pathway
Effective for the 2020-2021 Catalog**



First Year - Hill College

FIRST SEMESTER – 18 Hours	SECOND SEMESTER – 15 Hours
POFT 1329 Beginning Keyboarding	POFM 1317 Medical Administrative Support
POFT 1220 Job Search Skills	POFT 2301 Intermediate Keyboarding
POFI 1349 Spreadsheets	HITT 1305 Medical Terminology
POFI 2401 Word Processing	POFT 1321 Business Math
POFT 2312 Business Correspondence and Communication	POFM 1300 Medical Coding
POFT 1319 Records and Information Management I	

Second Year – Hill College

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

FIRST SEMESTER – 15 Hours	SECOND SEMESTER – 12 Hours
ACNT 1303 Introduction To Accounting I	^c ENGL 1301 Composition I
POFM 1327 Medical Insurance	^c *MATH College Level Mathematics
ITSW 2334 Advanced Spreadsheets	^c *ELECTIVE Social and Behavioral Sciences
POFM 1302 Medical Software Applications	^c *ELECTIVE Language, Philosophy and Culture or Creative Arts Core
BCIS 1305 Business Computer Applications	

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 – Tarleton State University

Summer	
^c ENGL 1302 Composition II (010)	
^c Literature or PHIL 1301 or Visual & Perf Arts (050, 040)	
FIRST SEMESTER	SECOND SEMESTER
^c HIST 1301 United States History I (060)	^c HIST 1302 United States History II (060)
^c Science Core (030)	^c Science Core (030)
^c GOVT 2305 Federal Government (070)	^c GOVT 2306 Texas Government (070)
^c COMM 1311 Intro to Speech Communications (010)	ACCT 2303 Principles of Accounting II- Managerial
ACCT 2301 Principles of Accounting I- Financial	ECON 2302 Principles of Microeconomics

Fourth Year - Tarleton State University

Summer	
BUSI 3311 Business Statistics	
MGMT 3301 Principles of Management	
FIRST SEMESTER	SECOND SEMESTER
MKTG 3314 Marketing	BLAW 4333 or BCIS 4350 Busi Law II or Mgmt Info System
BUSI 3312 Business Communication	BUSI 4344 Introduction to International Business
BLAW 4332 Business Law I	ACCT 3301 Business Analysis and Spreadsheets
FINC 3301 Principles of Financial Management	BUSI 4359 Business Strategy
Advanced Elective (3 hrs)	Advanced Elective (3 hrs)

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.

** Must be ECON 2301 for BAAS

^c This course counts for the Core Curriculum at any public college or university in Texas.

For questions about the *Tarleton State University* portion of this degree plan,
Contact the BAAS Program Manager at 254-968-1930 or MMAS_Dept@tarleton.edu.