



AAS Medical Office Administration to Online  
**Bachelor of Applied Arts & Sciences**  
 Human Resource Development (HRD) Concentration  
**Guided Pathway**  
 2019-2020 Catalog



**First Year - Hill College**

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

**Second Year – Hill College**

It's best to apply to Midwestern State University 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 – 15 Hours
<b>ACNT 1303</b> Introduction To Accounting I	<sup>c</sup> <b>*MATH</b> College Level Mathematics Elective
<b>ITSW 2334</b> Advanced Spreadsheets	<sup>c</sup> <b>ENGL 1301</b> Composition I
<b>POFM 1327</b> Medical Insurance	<b>BCIS 1305</b> Business Computer Applications
<b>POFM 1302</b> Medical Software Applications	<sup>c</sup> <b>*ELECTIVE</b> Social and Behavioral Sciences
<b>POFM 1300</b> Medical Coding	<sup>c</sup> <b>*ELECTIVE</b> 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
<sup>c</sup> <b>ENGL 1153 (1302)</b> Academic Writing & Lit	Any Creative Arts Core
<sup>c</sup> Life & Physical Science	<sup>c</sup> Life & Physical Science
<sup>c</sup> <b>HIST 1233 (1302)</b> U.S. History since 1865	<sup>c</sup> <b>HIST 1233 (1302)</b> U.S. History since 1865
<sup>c</sup> <b>POLS 1333 (GOVT 2306)*</b>	<sup>c</sup> <b>POLS 1433 (GOVT 2305)*</b>
<sup>c</sup> Cultural & Global Understanding	<sup>c</sup> Undergraduate Inquiry

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

FIRST SEMESTER	SECOND SEMESTER
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	Select Human Resource Dev Courses w/Advisor
Select Human Resource Dev Courses w/Advisor	BAAS 4113 - Capstone

**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.

<sup>c</sup> 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 pathway,  
 Contact the BAAS Office at [940] 397-4400 or email: [baas@msutexas.edu](mailto:baas@msutexas.edu).