



**AAS Medical Office Administration to
Bachelor of Science in Applied Science
Business Administration Concentration ^T
Guided Pathway
Effective for the 2019-2020 Catalog**



First Year- Hill College

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

Total Semester Hours: 15

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Second Year – Hill College

It's best to apply to Tarleton State a full semester before you plan to transfer.

FIRST SEMESTER	SECOND SEMESTER
ACNT 1303 Introduction To Accounting I	C *MATH College Level Mathematics Elective
ITSW 2334 Advanced Spreadsheets	C ENGL 1301 Composition I
POFM 1327 Medical Insurance	BCIS 1305 Business Computer Applications
POFM 1302 Medical Software Applications	C *ELECTIVE Social and Behavioral Sciences
POFM 1300 Medical Coding	C *ELECTIVE Language, Philosophy and Culture

Total Semester Hours: 15

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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.

These courses may be taken at Hill College (if offered) or TSU-Stephenville Campus	
C GOVT 2305 Federal Government	*C Life & Physical Science Core Elective (4 credits)
C ENGL 1302 – Composition II	*C Creative Arts Core Elective
*C Life & Physical Science Core Elective (4 credits)	C GOVT 2306 Texas Government
C HIST1301 United States History I	C HIST 1302 United States History II
*C Communication Core Elective	Academic General Elective (3 credits)
*C Any Core Elective (1 credit minimum)	

Total Semester Hours: 17

Total Semester Hours: 16

Third Year – Tarleton State University

FIRST SEMESTER	SECOND SEMESTER
Advanced Writing Intensive Business Elective	Advanced General Elective
Advanced Business Elective ^X	Advanced Writing Intensive Business Elective
Advanced Business Elective ^X	Advanced Business Elective ^X
Advanced General Elective	Advanced Business Elective ^X

Total Semester Hours: 12

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Fourth Year – Tarleton State University

FIRST SEMESTER
Advanced General Elective
Advanced General Elective
Advanced Business Elective ^X
Advanced Business Elective ^X

Total Semester Hours: 12

Total Degree Hours: 129

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.

^T Degree availability varies by campus; consult www.tarleton.edu for more information.

For questions about the University portion of this guided pathway,
Contact the Management Department at 254-968-9098 or coba@tarleton.edu.