



**AAS in Medical Office Management to  
Bachelor of Science in Applied Science  
Business Administration Concentration<sup>T</sup>  
Guided Pathway  
2019-2020 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	<sup>C</sup> 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 Tarleton State University a full semester before you plan to transfer.

FIRST SEMESTER	SECOND SEMESTER
ITSW 1304 – Introduction to Spreadsheets	POFM 2280 – Cooperative Education – Medical Administrative/ Executive Assistant and Medical Secretary
<sup>C</sup> BIOL 2404 – Anatomy & Physiology (030)	<sup>C</sup> ENGL 2311 – Technical & Business Writing* (090)
POFM 2310 – Intermediate Medical Coding	<sup>C</sup> PSYC 2301 – General Psychology * (080)
<sup>C</sup> ENGL 1301 – Composition I (010)	<sup>C</sup> XXXX X3XX – Creative Arts Core (050)
POFM 1302 – Medical Software Applications	HITT 2245 – Coding Certification Exam Review *
	HPRS 1105 – Essentials of Medical Law/Ethics for Health Professionals
Total Semester Hours: 16	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.

These courses may be taken at Tyler Junior College (if offered) or TSU-Stephenville Campus	
<sup>C*</sup> Life and Physical Science Elective Course (030) (4 credits)	<sup>C</sup> GOVT 2305 Federal Government (070)
<sup>C</sup> HIST 1301 United States History I (060)	<sup>C*</sup> Language, Philosophy, & Culture Course (040)
<sup>C</sup> Any Core Course (1 credit minimum)	<sup>C</sup> GOVT 2306 Texas Government (070)
<sup>C</sup> HIST1302 United States History II (060)	<sup>C*</sup> Mathematics Core Elective Course (020)
Academic Elective Course	Academic Elective Course
Total Semester Hours: 14	Total Semester Hours: 15

**Third Year – Tarleton State University**

FIRST SEMESTER	SECOND SEMESTER
Advanced BUSI Elective Course	Advanced Elective Course
Advanced BUSI Elective Course	Advanced BUSI Elective Course
Advanced BUSI Elective Course	Advanced Elective Course
Advanced Elective Course	Advanced BUSI Elective Course
Total Semester Hours: 12	Total Semester Hours: 12

**Fourth Year - Tarleton State University**

FIRST SEMESTER
Advanced Elective Course
Advanced Writing Intensive Business Elective Course
Advanced BUSI Elective Course
Advanced Writing Intensive Business Elective Course

Total Semester Hours: 15

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.

<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 Tarleton State University.

<sup>T</sup> Degree availability varies by campus; consult [www.tarleton.edu](http://www.tarleton.edu) for more information.