



**AAS in Medical Office Management to
BAAS in Business
Guided Pathway
2017-2018 Catalog**

First Year – Tyler Junior College

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

Second Year – Tyler Junior College

It's best to apply to Tarleton State University a full semester before you plan to transfer and 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)	ARTS 1301 – Art Appreciation * (050)
POFM 1302 – Medical Software Applications	HITT 2245 – Coding Certification Exam Review *
	HPRS 1105 – Essentials of Medical Law/Ethics for Health Professionals

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 – Tarleton State University

SUMMER	
ACCT 2301 Principles of Accounting I- Financial	
ECON 2301 Principles of Macroeconomics	
FIRST SEMESTER	SECOND SEMESTER
Science Core (030)	HIST 1302 United States History II (060)
Math 1314 College Algebra (020)	Literature or PHIL 1301 (040) Introduction to Philosophy
GOVT 2305 Federal Government (070)	GOVT 2306 Texas Government (070)
ACCT 2303 Principles of Accounting II- Managerial	ECON 2302 Principles of Microeconomics
HIST 1301 United States History I (060)	Science Core (030)

Fourth Year – Tarleton State University

SUMMER	
MGMT 3301 Principles of Management	
BUSI 3311 Business Statistics	
FIRST SEMESTER	SECOND SEMESTER
MKTG 3314 Marketing	BLAW 4333 or MGMT 4350 Business Law II
BLAW 4332 Business Law I	BUSI 4344 Introduction to International Business
ACCT 3301 Business Analysis and Spreadsheets	BUSI 4359 Business Strategy
FINC 3301 Principles of Financial Management	Advanced Electives (6 hours)

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.

Ⓢ 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.

For questions about the University portion of this guided pathway,
Contact the **BAAS Program Manager** Academic Advising Office at 254-968-1930 or [MMAS @tarleton.edu](mailto:MMAS@tarleton.edu)