



AAS in Medical Office Technology to
Bachelor of Applied Arts and Sciences (BAAS)
Healthcare Administration Concentration
Guided Pathway
Effective for the 2020-2021 Catalog



First Year – Central Texas College

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 Beginning Keyboarding	POFI 2301 Word Processing
POFI 1301 Computer Applications I	POFI 1349 Spreadsheets
POFT 1301 Business English	POFM 1302 Medical Software Applications
HITT 1305 Medical Terminology I	HITT 1301 Health Data Content and Structure
POFM 1317 Medical Administrative Support	° ENGL 1301 Composition I
° MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	

Total Semester Hours: 18

Total Semester Hours: 15

Second Year – Central Texas 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	SECOND SEMESTER
POFT 1325 Business Math Using Technology	° SPCH 1315 or 1321
POFT 2312 Business Correspondence and Communication	° ELEC Humanities/Fine Arts Selection
HITT 1303 Medical Terminology II	° ELEC Social/Behavioral Science Selection
POFM 1327 Medical Insurance	* ELEC HITT/MDCA/MRMT/POFI/POFM/POFT Selection
* ELEC POFI/POFM/POFT Internship Selection	

Total Semester Hours: 15

Total Semester Hours: 12

AAS: Medical Office Technology

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 Bachelor of Applied Arts and Sciences (BAAS)
Healthcare Administration Concentration**

FIRST SEMESTER	SECOND SEMESTER
°Creative Arts	°Life & Physical Science
°Life & Physical Science	°HIST 1233 (1302) U.S. History since 1865
°HIST 1133 (1301) U.S. History from 1865	°POLS 1433 (GOVT 2302)*
°POLS 1333 (GOVT 2301)*	°Cultural & Global Understanding
	°Undergraduate Inquiry

Total Semester Hours:12

Total Semester Hours:15

**Fourth Year – Midwestern State University Bachelor of Applied Arts and Sciences (BAAS)
Healthcare Administration Concentration**

FIRST SEMESTER	SECOND SEMESTER
COUN 4013 - Human Relations	IDT 4123 - Instructional Technology Design
COUN 4103 - Professional Orientation	Select Healthcare Admin Courses w/Advisor
COUN 4333 - Employee Assistance Issues	Select Healthcare Admin Courses w/Advisor
COUN 4373 - Human Resource Ethical Issues	Select Healthcare Admin Courses w/Advisor
EDUC 4513 - Introduction to Training and Dev	Select Healthcare Admin Courses w/Advisor
EDUC 4523 - Trends and Issues in Training and Dev	BAAS 4113 - Capstone Project

Total Semester Hours:18

Total Semester Hours:18

The above are sample courses and students have a great amount of flexibility and personalization in selecting professional development courses which will augment personal, academic, and professional goals.

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 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.*