



AAS in Medical Office Technology to  
Bachelor of Applied Arts and Sciences (BAAS)  
Healthcare Administration Concentration  
**Guided Pathway**  
Effective for the 2019-2020 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)	

**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	

**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
°ENGL 1153 (1302) Academic Writing & Lit	°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
°Creative Arts	°Undergraduate Inquiry

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

FIRST SEMESTER	SECOND SEMESTER
Select HealthCare Admin Courses w/Advisor	Select HealthCare Admin Courses w/Advisor
Select HealthCare Admin Courses w/Advisor	Select HealthCare Admin Courses w/Advisor
Select HealthCare Admin Courses w/Advisor	Select HealthCare Admin Courses w/Advisor
Select HealthCare Admin Courses w/Advisor	Select HealthCare Admin Courses w/Advisor
Select HealthCare Admin Courses w/Advisor	Select HealthCare Admin Courses w/Advisor
Select HealthCare Admin 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.

° 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).*