A.A.S. in Office Technology

to

B.A.T. in Medical and Health Services Management

Pathway

	A.A.S. in Office Technology				
	CTC Degree Requirements	Credits	Courses	STC Transfer Equivalent	STC Core/Degree Equivalent
1	**POFT 1329**	3	POFT 1329 Beginning Keyboarding	POFT 1329	Lower-Division Elective
2	**POFI 1301**	3	POFI 1301 Computer Applications I	TRAN XXXX	Lower-Division Elective
3	**POFT 1301**	3	POFT 1301 Business English	POFT 1301	Lower-Division Elective
4	**POFT 1325**	3	POFT 1325 Business Math Using Technology	TRAN XXXX	Lower-Division Elective
5	**POFT 1309**	3	POFT 1309 Administrative Office Procedures I	POFT 1309	Lower-Division Elective
6	**MATH 1332**	3	MATH 1332 Contemporary Mathematics	MATH 1332	Mathematics (Core)
7	**POFT 1319**	3	POFT 1319 Records and Information Management I	POFT 1319	Lower-Division Elective
8	**POFI 2301**	3	POFI 2301 Word Processing	POFI 2301	Lower-Division Elective
9	**POFT 2312**	3	POFT 2312 Business Correspondence and Communication	POFT 2301	Lower-Division Elective
10	**POFI 1349**	3	POFI 1349 Spreadsheets	POFI 1349	Lower-Division Elective
11	**ENGL 1301**	3	ENGL 1301 Composition I	ENGL 1301	Communication (Core)
12	**POFI 2331**	3	POFI 2331 Desktop Publishing	POFI 2431	Lower-Division Elective
13	**POFT 2333**	3	POFT 2333 Advanced Keyboarding	TRAN XXXX	Lower-Division Elective

14	**POFT 1349**	3	POFT 1349 Administrative Office Procedures II		
15	**Elective**	3	POFI/POFM/POFT Internship Selection		
16	**BMGT 1325**	3	BMGT 1325 Office Management		
17	**HRPO 2301**	3	HRPO 2301 Human Resources Management	HRPO 2301	
18	**Speech Elective**	3	SPCH 1315 Public Speaking **or** SPCH 1321 Business and Professional Communication	SPCH 1315 **or** SPCH 1321	Component Area Option (Core)
19	**Humanities/Fine Arts Elective**	3			Language, Philosophy & Culture or Creative Arts (Core)
20	**Social & Behavioral Science Elective**	3	PSYC or SOCI required for B.A.T.		Social & Behavioral Science (Core)

A.A.S. Office Technology Total	60

Notes:

- If the course number is listed as XXXX in the STC Transfer equivalent, that means that STC does not have a matching course number.
- If a course has a matching STC Core/Degree Equivalent, then it is being counted towards your degree at STC.
- Student may complete the core curriculum at Central Texas College and then transfer to STC.
- STC will accept up to 90 hours of transfer credit.

Apply for Admission to South Texas College.

Transferring to South Texas College:

1. Complete the Apply Texas application.
2. An official transcript from each institution previously attended must be submitted to the Enrollment Center.
3. All new transfer students who have been accepted will have their college transcripts evaluated and applied based on this Transfer Degree Map.
4. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.

Application Requirements:

1. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiatives (TSI), with program specific exemptions accepted.
2. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5; Exceptions based on extenuating circumstances must be approved by the Dean for Math, Science, Information Technology & Bachelor Programs.

If you have questions or need additional information, call (956)-872-7272.

B.A.T. in Medical and Health Services Management

	Course	Credits	Course	STC Core/Degree Equivalent
21	**Core Requirement**	3	HIST 1301 United States History I **or** HIST 2327 Mexican-American History I	American History (Core)
22	**Major Requirement**	2	HITT 1255 Health Care Statistics	Foundation Course (Major)
23	**Major Requirement**	3	MDCA 1343 Medical Insurance	Foundation Course (Major)
24	**Core Requirement**	3	ENGL 1302 Composition II – Rhetoric	Communication (Core)
25	**Core Requirement**	3	HIST 1302 United States History II **or** HIST 2328 Mexican-American History II	American History (Core)
26	**Major Requirement**	4	MATH 1414 College Algebra **or** MATH 1442 Elementary Statistical Methods	Major
27	**Major Requirement**	3	HITT 1305 Medical Terminology I	Foundation Course (Major)
28	**Core Requirement**	3	GOVT 2305 Federal Government	Political Science (Core)
29	**Major Requirement**	3	POFM 2310 Intermediate Medical Coding	Foundation Course (Major)
30	**Core Requirement**	4	See STC Core Curriculum	Life & Physical Science (Core)
31	**Core Requirement**	3	See STC Core Curriculum	Language, Philosophy & Culture or Creative Arts
32	**Core Requirement**	3	GOVT 2306 Texas Government	Political Science (Core)

33	**Core Requirement**	4	See [STC Core Curriculum](#)	Life & Physical Science (Core)
34	**Major Requirement**	4	ACCT 2401 Principles of Financial Accounting	Foundation Course (Major)
35	**Major Requirement**	3	MHSM 3302 U.S. Health Care Delivery	Major Course
36	**Major Requirement**	3	MHSM 3303 Statistics for Health Care Managers	Major Course
37	**Major Requirement**	3	MHSM 3300 Principles of Health Care Management	Major Course
38	**Major Requirement**	3	MHSM 3335 Financial Management for Health Care Managers	Major Course
39	**Major Requirement**	3	MHSM 3311 Health Care Information Technology	Major Course
40	**Major Requirement**	3	MHSM 4304 Risk Management for Health Management	Major Course
41	**Major Requirement**	3	MHSM 4352 Project Management for Healthcare	Major Course
42	**Major Requirement**	3	MHSM 4351 Public and Community Health Management	Major Course
42	**Major Requirement**	3	MHSM 4361 Health Care Management Practicum	Major Course
43	**Major Requirement**	3	MHSM 4310 Human Resources in Health Care Management	Major Course

B.A.T. Medical and Health Services Management Degree Total   135