



**AAS in Business & Office Administration –  
General Business to BAAS in Business  
Guided Pathway  
Effective for the 2017-2018 Catalog**



**First Year – Trinity Valley Community College**

FIRST SEMESTER	SECOND SEMESTER
POFT 1429 Basic Keyboarding	POFT 2401 Intermediate Keyboarding
BUSG 1301 Intro to Business	POFI 2301 Word Processing I
POFT 1301 Business English	POFT 2312 Business Correspondence and Communication
BCIS 1305 Business Computer Applications	BMGT 1325 Office Management
ACNT 1303 Intro to Accounting	ENGL 1301 English Composition I

**Second Year – Trinity Valley Community College**

It's best to apply to [Tarleton 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
POFI 2340 Advanced Word Processing	BMGT 1341 Business Ethics
ECON 2301 Macroeconomics	BUSG 1366 Business and Office Practicum I OR POFT 1309 Administrative Office Procedures
Language, Philosophy & Culture/Creative Arts	POFI 2331 Desktop Publishing
SPCH 1321 Business & Professional Speech	HRPO 2307 Organizational Behavior
MATH 1332 Contemporary Math I	POFT 1120 Job Search Skills

**AAS: Business & Office Administration – 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 - Tarleton State University**

SUMMER	
°Science Core (070)	
FIRST SEMESTER	SECOND SEMESTER
°HIST 1301 American History II (060)	°HIST 1302 American History II (060)
°ENGL1302 English Composition II (010)	°ACCT 2302 Principles of Accounting II-Managerial
°GOVT 2305 Federal Government (070)	°GOVT 2306 Texas Government (070)
°Literature or PHIL 1301 Intro to Philosophy (050) or Visual & Performing Arts (040)	MGMT 3301 Principles of Management or Advanced elective
ACCT 2301 Principles of Accounting I-Financial	BUSI 3311 Business Statistics

**Fourth Year - Tarleton State University**

FIRST SEMESTER	SECOND SEMESTER
BUSI 3312 Business Communications	BLAW 4333 Business Law II or BCIS 4350 Management Information Systems
BLAW 4332 Business Law I or Advanced Elective	BUSI 4344 International Business
MKTG 3314 Principles of Marketing	ACCT 3301 Microcomputer Applications in Accounting/Finance
FINC 3301 Principles of Finance	BUSI 4359 Business Strategy
Advanced elective (3hrs)	Advanced elective (3hrs)

**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 at (254) 968-1930 or [MMAS\\_Dept@tarleton.edu](mailto:MMAS_Dept@tarleton.edu)