



AAS Office Technology Professional to
Bachelor of Applied Arts & Sciences Degree
Guided Pathway
2017-2018 Catalog



First Year - Tarrant County College District

FIRST SEMESTER	SECOND SEMESTER
ARTS 1301(040/050) - Art Appreciation ^{C*}	POFI 2401 - Word Processing
POFT 1329 - Beginning Keyboarding	SPCH 1321 – Business & Professional Communication ^{C*}
ACNT 1303 - Introduction to Accounting	POFT 1409 - Administrative Office Procedures
POFT 1301 - Business English	ACNT 1311 - Intro to Computerized Accounting
GOVT 2306 – Texas Government ^{C*}	POFI 1449 - Spreadsheets

Second Year – Tarrant County College District

It's best to apply to Midwestern State 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
ENGL 1301(010) – Composition I ^C	BUSI 2301 - Business Law
ITSW 1407 - Introduction to Database	POFT 2312 - Business Correspondence & Communication
POFT 1319 - Records and Information Management	Approved Business Elective (4 hours)*
Approved Business Elective (4 hours)*	MATH 1314(020/030) - College Algebra ^{C*}

AAS: Office Technology Professional

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 Online BAAS – Human Resource Management (HRM) Concentration

FIRST SEMESTER	SECOND SEMESTER
Communication II (or ENGL 1302)	Any Language, Phil & Culture Core
POLS 1433 (GOVT 2305 - Federal Govt)	Any Social & Behavioral Science Core
Any Life/Physical Science Core	Any Life/Physical Science Core
HIST 1133 – American History I	HIST 1233 – American History II
Undergraduate Inquiry and Creativity Core	Cultural & Global Understanding Core

Fourth Year - Midwestern State University Online BAAS – Human Resource Management (HRM) Concentration

FIRST SEMESTER	SECOND SEMESTER
Select HRM Concentration Courses w/Advisor	Select HRM Concentration Courses w/Advisor
Select HRM Concentration Courses w/Advisor	Select HRM Concentration Courses w/Advisor
Select HRM Concentration Courses w/Advisor	Select HRM Concentration Courses w/Advisor
Select HRM Concentration Courses w/Advisor	Select HRM Concentration Courses w/Advisor
Select HRM Concentration Courses w/Advisor	Select HRM Concentration Courses w/Advisor
Select HRM Concentration Courses w/Advisor	BAAS 4113, Capstone Project

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.

^C 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 guided pathway,
Contact the Academic Advising Office at (940) 397-4400 or baas@mwsu.edu