



AAS in Business Office Support Systems to  
BAAS Business  
**Guided Pathway**  
Effective for the 2018-2019 Catalog



**First Year - Collin College**

FIRST SEMESTER	SECOND SEMESTER
COSC 1301 – Introduction to Computing 1*	ACNT 1303 – Introduction to Accounting I
ENGL 1301 – Composition I (010)	ECON 2301 – Macroeconomics*
POFT 1307 – Proofreading and Editing	MATH 1332 – Contemporary Mathematics (020)*
POFT 1319 – Records and Information Management I	POFI 2301 – Word Processing – MS Word
POFT 2301 – Intermediate Keyboarding	POFT 2303 – Speed and Accuracy Building
Total Semester Hours: 15 SCH	Total Semester Hours: 15 SCH

SUMMER SEMESTER
HUMA 1301 – Introduction to Humanities I* (040)
ITSC 1304 – Intro to Spreadsheets – Excel*
Total Semester Hours: 6 SCH

**Second Year - Collin College**

It's best to apply to [Tarleton 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
ACNT 1311 – Introduction to Computerized Accounting	ITSW 1307 – Intro to Database – Access*
ITSC 1309 – Integrated Software Application I – MS Office	POFT 1349 – Administrative Office Procedures II (Capstone)
ITSW 1310 – Intro to Presentation Graphics Software*	POFI 2331 – Desktop Publishing for the Office – MS Office*
POFT 2312 – Business Correspondence & Communication	SPCH 1311 – Intro to Speech Communication* (090)
Total Semester Hours: 12 SCH	Total Semester Hours: 12 SCH

**AAS: Business Office Support Systems**

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 SEMESTER
ENGL 1302 (010) English Composition II

FIRST SEMESTER	SECOND SEMESTER
History 1301 (060) American History II	History 1302 (060) American History II
Science Core (030)	Science Core (030)
GOVT 2305 (070) American History I	GOVT 2306 (070) Texas Government
ACCT 2301 Principles of Accounting I-Financial	ACCT 2303 Principles of Accounting II-Managerial
Literature or PHIL1301 Intro to Philosophy (050)	ECON 2302 Principles of Microeconomics

**Fourth Year – Tarleton State University**

SUMMER SEMESTER
MGMT 3301 Principles of Management
BUSI 3311 Business Statistics

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

**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.

*For questions about the University portion of this guided pathway,  
Contact the BAAS Program Manager Academic Advising Office at (254)968-1930 or [MMAS\\_Dept@tarleton.edu](mailto:MMAS_Dept@tarleton.edu).*