



AAS in Business & Office Administration - Office Technology to
Online BAAS Human Resource Development (HRD) Concentration
Guided Pathway
2018-2019 Catalog



First Year – Trinity Valley Community College

FIRST SEMESTER	SECOND SEMESTER
ACNT 1303 Introduction to Accounting	POFI 2301 Word Processing I
POFT 1429 Basic Keyboarding OR POFT 2401 Intermediate Keyboarding	POFT 2401 Intermediate Keyboarding OR Business and Office Elective
BMGT 1325 Office Management	BUSG 1366 Business & Office Practicum OR POFT 1309 Administrative Office Procedures
EDUC 1300/PSYC 1300 Learning Frameworks	BUSG 1301 Introduction to Business
Ⓢ ENGL 1301 English Composition I	ECON 2301 Macroeconomics

Second Year – Trinity Valley Community College

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
POFI 2340 Advanced Word Processing	BMGT 1341 Business Ethics
POFT 1301 Business English	POFT 2331 Desktop Publishing
HRPO 2307 Organizational Behavior	BCIS 1305 Business Computer Applications
POFT 2312 Business Correspondence & Communication	POFT 1120 Job Search Skills
Ⓢ MATH 1332 Contemporary Math	Ⓢ Language, Philosophy & Culture/Creative Arts

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 - Midwestern State University Online BAAS HRD Concentration

FIRST SEMESTER	SECOND SEMESTER
Ⓢ ENGL 1302 (or Communications II Core)	Ⓢ Any Creative Arts Core
Ⓢ Any Physical/Life Science Core	Ⓢ Any Physical/Life Science Core
Ⓢ HIST 1133 (American History I)	Ⓢ HIST 1233 (American History II)
Ⓢ POLS 1333 (GOVT 2305-Federal Govt)	Ⓢ POLS 1433 (GOVT 2306-Texas Govt)
Ⓢ Cultural & Global Understanding	

Fourth Year - Midwestern State University Online BAAS HRD Concentration

FIRST SEMESTER	SECOND SEMESTER
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with Advisor	Select HRD Concentration Courses with Advisor
Select HRD Concentration Courses with 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.
- Ⓢ 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 degree plan,
Contact the Academic Advising Office at (940) 397-4400 or www.mwsu.edu/baas.