



**AAS in Office Technology to
Bachelor of Applied Arts & Sciences
Guided Pathway
2018-2019 Catalog**

First Year – Trinity Valley Community College

| FIRST SEMESTER | SECOND SEMESTER |
|--|--|
| ACNT 1303 Introduction to Accounting | POFT 2401 Intermediate Keyboarding OR Business and Office Elective |
| POFT 1429 Basic Keyboarding OR POFT 2401 Intermediate Keyboarding | BUSG 1366 Business and Office Practicum OR POFT 1309 Administrative Office Procedures |
| BMGT 1325 Office Management | POFI 2301 Word Processing I |
| 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 TAMUC 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 | POFI 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 I (090) | 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 - Texas A&M University-Commerce

| FIRST SEMESTER | SECOND SEMESTER |
|---|--|
| Ⓒ ENG 1302 - GLB/US-Written Argument/Research | Ⓒ ANY MATHEMATICS CORE |
| Ⓒ HIST 1301 - U.S. History to 1877 | Ⓒ HIST 1302 - U.S. History from 1865 |
| Ⓒ PSCI 2301 - Principles of US and Texas Government ² | Ⓒ PSCI 2302 - US/TX Government; Institutions & Policies ² |
| Ⓒ ANY LIFE & PHYSICAL SCIENCE CORE | Ⓒ ANY LIFE & PHYSICAL SCIENCE CORE |
| Ⓒ ANY CREATIVE ARTS CORE OR Ⓒ ANY LITERATURE PHILOSOPHY & CULTURE CORE | BAAS 326 Tech Techniques & Solutions |
| BAAS 301 Principles of Applied Sciences | |

Fourth Year - Texas A&M University-Commerce

| FIRST SEMESTER | SECOND SEMESTER |
|---|--|
| TMGT 458 Project Management | TMGT 350 Principles of Technology Management |
| BAAS 345 Leadership Techniques | BAAS 445 Ethical Decision Making |
| BAAS 408 Advanced Problem Solving (Pre-Req BAAS 326) | Upper Level Elective |
| BAAS 351 Financial Tools for Managers (Pre-Req BAAS 326) | Upper Level Elective |
| BAAS 443 Professional Standards | TMGT 303 Technical Communications |

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 TAMUC.

For questions about the University portion of this guided pathway, contact
the Applied Science Academic Advising Office at (903) 886-5155 or Misty.Lair@tamuc.edu.