Office Systems Technology to
Bachelor of Applied Arts & Sciences
Guided Pathway
Effective for the 2016-2017 Catalog

First Year - Collin County Community College

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

SUMMER SEMESTER
C HUMA 1301 Introduction to Humanities I* (040)
ITSC 1304 Intro to Spreadsheets – Excel*

Second Year - Collin County 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
ACNT 1311 – Introduction to Computerized Accounting	POFT 1349 – Administrative Office Procedures II (Capstone)
ITSC 1309 – Integrated Software Applications I–MS Office	C SPCH 1311 – Intro to Speech Communication* (090)
ITSW 1310 – Intro to Presentation Graphics*	POFT 2312 – Business Correspondence and Communication
ITSW 1307 – Intro to Database – Access*	POFI 2331 Desktop Publishing for the Office – MS Office*

AAS: Office Systems 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
C ENG 1302 - GLB/US-Written Argument/Research	C HIST 1302- U.S. History from 1865
C HIST 1301 - U.S. History to 1877	C PSCI 2302 - US/TX Government; Institutions & Policies
C PSCI 2301 - Principles of US and Texas Government[2]	C ANY LIFE & PHYSICAL SCIENCE CORE
C ANY LIFE & PHYSICAL SCIENCE CORE	C ANY CREATIVE ARTS CORE
BAAS 301 Principles of Applied Sciences	C ANY DEGREE PATHWAY OPTION
	BAAS 326 Tech Techniques & Solutions

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 Mangers (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.
 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 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.*