



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

First Year – Trinity Valley Community College

FIRST SEMESTER	SECOND SEMESTER
POFT 1429 Basic Keyboarding	POFT 2401 Intermediate Keyboarding
BUSG 1301 Intro to Business	POFI 2301 Word Processing I
POFT 1301 Business English	POFT 2312 Business Correspondence and Communication
BCIS 1305 Business Computer Applications	BMGT 1325 Office Management
ACNT 1303 Intro to Accounting	ENGL 1301 English Composition I (010)

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
ECON 2301 Macroeconomics (080)	BUSG 1366 Business and Office Practicum I OR POFT 1309 Administrative Office Procedures
Language, Philosophy & Culture/Creative Arts (040/050)	POFI 2331 Desktop Publishing
SPCH 1321 Business & Professional Speech (090)	HRPO 2307 Organizational Behavior
MATH 1332 Contemporary Math I (090)	POFT 1120 Job Search Skills

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
^c ENG 1302 - GLB/US-Written Argument/Research	^c ANY MATHEMATICS CORE
^c HIST 1301 - U.S. History to 1877	^c HIST 1302 - U.S. History from 1865
^c PSCI 2301 - Principles of US and Texas Government ²	^c PSCI 2302 - US/TX Government; Institutions & Policies ²
^c ANY LIFE & PHYSICAL SCIENCE CORE	^c ANY LIFE & PHYSICAL SCIENCE CORE
^c ANY LITERATURE PHILOSOPHY & CULTURE CORE OR ^c ANY CREATIVE ARTS 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.

^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.