



AAS. Office Technology Professional to  
Bachelor of Applied Arts & Sciences Degree  
Human Resource Development Concentration  
**Guided Pathway**  
2019-2020 Catalog

**First Year - Tarrant County College District**

| FIRST SEMESTER                                   | SECOND SEMESTER   |
|--|---|
| POFT 1329 - Beginning Keyboarding                | POFI 2401 - Word Processing   |
| ACNT 1303 - Introduction to Accounting           | POFT 1409 - Administrative Office Procedures                          |
| POFT 1301 - Business English                     | ACNT 1311 - Intro to Computerized Accounting                          |
| ARTS 1301 (050) - Art Appreciation <sup>C*</sup> | SPCH 1321 (010) - Business & Professional Communication <sup>C*</sup> |
| GOVT 2306 - Texas Government <sup>C*</sup>       | POFI 1449 - Spreadsheets  |

**Second Year - Tarrant County College District**

It's best to apply to Midwestern State University 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                                      |
|--|--|
| ITSW 1407 - Introduction to Database           | ITNW 1425 - Fundamentals of Networking Technologies* |
| ENGL 1301 (010) - Composition I <sup>C</sup>   | BUSI 2301 - Business Law*                            |
| POFT 1319 - Records and Information Management | POFT 2312 - Business Correspondence & Communication  |
| ITSC 1425 - Personal Computer Hardware*        | MATH 1314 (020) - College Algebra <sup>C*</sup>      |

**AAS: Office Technology Professional**

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 Human Resource Development Concentration**

| FIRST SEMESTER                                       | SECOND SEMESTER                                       |
|--|---|
| <sup>C</sup> ENGL 1153 (1302) Academic Writing & Lit | <sup>C</sup> Life & Physical Science                  |
| <sup>C</sup> Life & Physical Science                 | <sup>C</sup> HIST 1233 (1302) U.S. History since 1865 |
| <sup>C</sup> Language, Philosophy & Culture          | <sup>C</sup> Social & Behavioral Science              |
| <sup>C</sup> HIST 1133 (1301) U.S. History from 1865 | <sup>C</sup> Undergraduate Inquiry                    |
| <sup>C</sup> POLS 1433 (GOVT 2305)*                  | <sup>C</sup> Cultural & Global Understanding          |

**Fourth Year - Midwestern State University Human Resource Development Concentration**

| FIRST SEMESTER                              | SECOND SEMESTER                             |
|---|---|
| Select Human Resource Dev Courses w/Advisor | Select Human Resource Dev Courses w/Advisor |
| Select Human Resource Dev Courses w/Advisor | Select Human Resource Dev Courses w/Advisor |
| Select Human Resource Dev Courses w/Advisor | Select Human Resource Dev Courses w/Advisor |
| Select Human Resource Dev Courses w/Advisor | Select Human Resource Dev Courses w/Advisor |
| Select Human Resource Dev Courses w/Advisor | Select Human Resource Dev Courses w/Advisor |
| Select Human Resource Dev Courses w/Advisor | BAAS 4113 - Capstone                        |

**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.

<sup>C</sup> 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 pathway,  
Contact the BAAS Office at [940] 397-4400 or email: [baas@msutexas.edu](mailto:baas@msutexas.edu).