



**AAS in Business & Office Administration –
General Business to BAAS in Business
Guided Pathway
Effective for the 2019-2020 Catalog**



First Year – Trinity Valley Community College

FIRST SEMESTER	SECOND SEMESTER
POFT 1429 Basic Keyboarding OR POFT 2401 Intermediate Keyboarding	MATH 1332 Contemporary Math I
EDUC 1300/PSYC 1300 Learning Framework	POFT 1301 Business English
POFI 2301 Word Processing I	BCIS 1305 Business Computer Applications
ACNT 1303 Introduction to Accounting	BUSG 1301 Introduction to Business OR BUSI 1301 Business Principles
ACNT 1311 Introduction to Computerized Accounting	BMGT 1341 Business Ethics

Second Year – Trinity Valley Community College

It's best to apply to Tarleton 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
BMGT 1325 Office Management	ACCT 2402 Managerial Accounting
ECON 2301 Principles of Macroeconomics OR ECON 2302 Principles of Microeconomics	BUSI 2301 Business Law
ACCT 2401 Principles of Financial Accounting	Language, Philosophy & Culture/Creative Arts
HRPO 2307 Organizational Behavior OR BMGT 1327 Principles of Management	ENGL 1301 Composition I
	POFT 2312 Business Correspondence & Communication

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 - Tarleton State University

SUMMER	
°Science Core (070)	
FIRST SEMESTER	SECOND SEMESTER
°HIST 1301 American History II (060)	°HIST 1302 American History II (060)
°ENGL1302 English Composition II (010)	°ACCT 2302 Principles of Accounting II-Managerial
°GOVT 2305 Federal Government (070)	°GOVT 2306 Texas Government (070)
°Literature or PHIL 1301 Intro to Philosophy (050) or Visual & Performing Arts (040)	MGMT 3301 Principles of Management or Advanced elective
ACCT 2301 Principles of Accounting I-Financial	BUSI 3311 Business Statistics

Fourth Year - Tarleton State University

FIRST SEMESTER	SECOND SEMESTER
BUSI 3312 Business Communications	BLAW 4333 Business Law II or BCIS 4350 Management Information Systems
BLAW 4332 Business Law I or Advanced Elective	BUSI 4344 International Business
MKTG 3314 Principles of Marketing	ACCT 3301 Microcomputer Applications in Accounting/Finance
FINC 3301 Principles of Finance	BUSI 4359 Business Strategy
Advanced elective (3hrs)	Advanced elective (3hrs)

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 Tarleton State University.

For questions about the University portion of this guided pathway,
Contact the BAAS Program Manager at (254) 968-1930 or MMAS_Dept@tarleton.edu