



AAS - Business Office Support Systems to  
Bachelor of Applied Arts and Sciences Degree  
Human Resources Development Concentration  
**Guided Pathway**  
Effective for the 2019-2020 catalog  
**First Year - Collin College**

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

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

**Second Year - Collin College**

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

**AAS: Business Office Support Systems**

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 Bachelor of Applied Arts and Sciences Degree  
Human Resources Development Concentration**

FIRST SEMESTER	SECOND SEMESTER
° ENGL 1153 (1302) Academic Writing & Lit	° Life & Physical Science
° Life & Physical Science	° HIST 1233 (1302) U.S. History since 1865
° HIST 1133 (1301) U.S. History from 1865	° POLS 1433 (GOVT 2305)*
° POLS 1333 (GOVT 2306)*	° Cultural & Global Understanding
° Undergraduate Inquiry	° Creative Arts

**Fourth Year - Midwestern State University Bachelor of Applied Arts and Sciences Degree  
Human Resources 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.

° 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](http://www.msutexas.edu).

\***Collin Options:**

Mathematics/Life & Physical Sciences – MATH 1314, 1414, 1316, 1342, 2305, 2318, 2320, 2412, 2413, 2414, 2415, 1324, 1325, 1332, 1350, 1351, BIOL 1406, 1407, 1414, 1415, 2401, 2402, 2406, 2416, 2421, 1408, 1409, 2404, 2420, CHEM 1411, 1412, 2423, 2425, 1405, GEOL, 1401, ENVR 1401, 1402, GEOL 1403, 1404, PHYS 1401, 1402, 2425, 2426, 1402, 1445, 1447, 1403, 1404, 1405, 1410, 1415, 1417

Humanities/Fine Arts - choose one from: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, HIST 2311, 2312, 2321, 2322, HUMA 1301, PHIL 1301, 1304, 2303, 2306, 2307, 2321, ARTS 1301, 1303, 1304, 1313, DANC 2303, DRAM 1310, 2361, 2362, 2366, MUSI 1306, 1307, 1310

Social and Behavioral Sciences – choose one from: ANTH 2302, 2346, 2351, ECON 2301, 2302, PSYC 2301, SOCI 1301, 1306, GOVT 2305, 2306, HIST 1301, 1302, 2301

Speech – choose one from: SPCH 1311, 1315, 1321

For questions about the University portion of this pathway,  
Contact the BAAS Office at [\[940\] 397-4400](tel:9403974400) or email: [baas@msutexas.edu](mailto:baas@msutexas.edu).