



Office Information Specialist AAS to  
Bachelor of Applied Arts and Sciences  
Human Resource Development Concentration  
**Guided Pathway**  
Effective for the 2019-2020 Catalog



**First Year – Paris Junior College**

FIRST SEMESTER	SECOND SEMESTER
ACNT 1303 - Introduction to Accounting I	ENGL 1301 - Composition I
ITSC 1305 - Introduction to PC Operating Systems	ITSC 2321 - Integrated Software Applications II
ITSC 1309 - Integrated Software Applications I	MATH 1332 - Contemporary Mathematics
POFT 1321 - Business Math	POFT 1319 - Records & Information Management
POFT 1329 - Beginning Keyboarding	POFT 2301 - Intermediate Keyboarding

**Second Year – Paris Junior 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
BUSG 1301 - Introduction to Business	BUSI 2301 - Business Law
BUSG 1304 - Introduction to Financial Advising	ECON 2302 - Principles of Microeconomics
ITSW 1304 - Introduction to Spreadsheets	MUSI 1306 - Music Appreciation
ITSW 1310 - Introduction to Presentation Graphics Software	POFT 1365 - Practicum - Administrative Assistant and Secretarial Science, General
POFT 2312 - Business Correspondence & Communication	SPCH 1321 - Business & Professional Communication

**AAS: Office Information Specialist**

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  
Human Resource Development Concentration**

FIRST SEMESTER	SECOND SEMESTER
°ENGL 1153 (1302) Academic Writing & Lit	°Cultural & Global Understanding
°Life & Physical Science	°Life & Physical Science
°Language, Philosophy & Culture	°Undergraduate Inquiry
°HIST 1133 (1301)	°HIST 1233 (1302)
°POLS 1333 (GOVT 2306)*	°POLS 1433 (GOVT 2305)*

**Fourth Year – Midwestern State University Bachelor of Applied Arts and Sciences  
Human Resource Development Concentration**

FIRST SEMESTER	SECOND SEMESTER
Select Human Resource Dec Courses w/Advisor	Select Human Resource Dec Courses w/Advisor
Select Human Resource Dec Courses w/Advisor	Select Human Resource Dec Courses w/Advisor
Select Human Resource Dec Courses w/Advisor	Select Human Resource Dec Courses w/Advisor
Select Human Resource Dec Courses w/Advisor	Select Human Resource Dec Courses w/Advisor
Select Human Resource Dec Courses w/Advisor	Select Human Resource Dec Courses w/Advisor
Select Human Resource Dec 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).

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).