



AAS in Office Technology to
Bachelor of Applied Arts and Sciences (BAAS)
Human Resource Development Concentration
Guided Pathway
Effective for the 2020-2021 Catalog



First Year – Central Texas College

FIRST SEMESTER	SECOND SEMESTER
POFT 1329 Beginning Keyboarding	POFT 1319 Records & Information Management I
POFI 1301 Computer Applications I	POFI 2301 Word Processing
POFT 1301 Business English	POFT 2312 Business Correspondence and Communication
POFT 1325 Business Math Using Technology	POFI 1349 Spreadsheets
POFT 1309 Administrative Office Procedures I	ENGL 1301 Composition I
ENGL 1332 Contemporary Mathematics (Quantitative Reasoning)	

Total Semester Hours: 18

Total Semester Hours: 15

Second Year – Central Texas 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
POFI 2331 Desktop Publishing	BMGT 1325 Office Management
POFT 2333 Advanced Keyboarding	HRPO 2301 Human Resources Management
POFT 1349 Administrative Office Procedures II	ENGL 1315 or 1321
ELEC POFI/POFM/POFT Internship Selection	ELEC Humanities/Fine Arts Selection
	ELEC Social/Behavioral Science Selection

Total Semester Hours: 12

Total Semester Hours: 15

AAS: 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 – Midwestern State University Bachelor of Applied Arts and Sciences (BAAS)
Human Resource Development Concentration**

FIRST SEMESTER	SECOND SEMESTER
ENGL 1301 Cultural & Global Understanding	ENGL 1301 Life & Physical Science
ENGL 1301 Life & Physical Science	HIST 1233 (1302) U.S. History since 1865
HIST 1133 (1301) U.S. History from 1865	POLS 1433 (GOVT 2302)*
POLS 1333 (GOVT 2301)*	ENGL 1301 Creative Arts
	ENGL 1301 Undergraduate Inquiry

Total Semester Hours: 12

Total Semester Hours: 15

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

FIRST SEMESTER	SECOND SEMESTER
COUN 4013 - Human Relations 3	EDUC 4523 - Trends and Issues in Training and Development 3
COUN 4103 - Professional Orientation 3	EDUC 4533 - Instructional Strategies for Adult Learners 3
COUN 4333 - Employee Assistance Issues 3	IDT 4123 - Instructional Technology Design 3
COUN 4373 - Human Resource Ethical Issues 3	IDT 4143 - Multimedia Development I 3
COUN 4943 - Seminar in Human Resource Development 3	3 hours of advanced electives
EDUC 4513 - Introduction to Training and Development 3	BAAS 4113 - Capstone Project 3

Total Semester Hours: 18

Total Semester Hours: 18

The above are sample courses and students have a great amount of flexibility and personalization in selecting professional development courses which will augment personal, academic, and professional goals.

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.

ENGL 1301 This course counts for the Core Curriculum at any public college or university in Texas.

(I) 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.*