



AAS. Office Technology Professional to  
 Bachelor of Science in Applied Science with a Business Administration Concentration <sup>†</sup>  
**Guided Pathway**  
 2021-2022 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 (070)- Texas Government <sup>C*</sup>	POFI 1449 - Spreadsheets
Total Semester Hours: 15	Total Semester Hours: 18

**Second Year - Tarrant County College District**

It's best to apply to Tarleton State University a full semester before you plan to transfer.

FIRST SEMESTER	SECOND SEMESTER
ITSW 1407 - Introduction to Database	CPMT 2433 - Computer Integration <sup>*</sup>
ENGL 1301 (010) - Composition I <sup>C</sup>	BUSI 2301 - Business Law <sup>*</sup>
POFT 1319 - Records and Information Management	POFT 2312 - Business Correspondence & Communication
ITCC 1414 - CCNA 1: Introduction to Networks <sup>*</sup>	MATH 1314 (020) - College Algebra <sup>C*</sup>
Total Semester Hours: 14	Total Semester Hours: 13

**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.

**These courses may be completed at TCC (if offered) or TSU**

<sup>*C</sup> Life and Physical Science Core Elective (4 credits)	<sup>*C</sup> Life and Physical Science Core Elective (4 credits)
<sup>C</sup> HIST 1301 United States History I	<sup>C</sup> HIST 1302 United States History II
<sup>*C</sup> Social and Behavioral Science Core Elective	<sup>*C</sup> Language, Philosophy and Culture Core Elective
<sup>C</sup> ENGL 1302 Composition II	<sup>*C</sup> Any 1 Credit Core Elective Course
	<sup>C</sup> GOVT 2305 Federal Government
Total Semester Hours: 13	Total Semester Hours: 14

**Third Year – Tarleton State University**

FIRST SEMESTER	SECOND SEMESTER
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Tarleton Course	Tarleton Course
Total Semester Hours: 12	Total Semester Hours: 12

**Fourth Year – Tarleton State University**

FIRST SEMESTER
Tarleton Course
Tarleton Course
Tarleton Course
Tarleton Course
Total Semester Hours: 12

Total Degree Hours: 123

**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.
- <sup>\*</sup> 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.
  - <sup>()</sup> Course numbers shown in parentheses are equivalent to these courses at Tarleton State University.
  - <sup>†</sup> Degree availability varies by campus; consult [www.tarleton.edu](http://www.tarleton.edu) for more information.