



AAS. Office Technology Professional to
Bachelor of Applied Arts and Sciences in Business ^T
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 ^{C*}	SPCH 1321 (010) - Business & Professional Communication ^{C*}
GOVT 2306 (070)- Texas Government ^{C*}	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 [*]
ENGL 1301 (010) - Composition I ^C	BUSI 2301 - Business Law [*]
POFT 1319 - Records and Information Management	POFT 2312 - Business Correspondence & Communication
ITCC 1414 - CCNA 1: Introduction to Networks [*]	MATH 1314 (020) - College Algebra ^{C*}
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	
^{*C} Life and Physical Science Core Elective (4 credits)	^{*C} Life and Physical Science Core Elective (4 credits)
^C HIST 1301 United States History I	^C HIST 1302 United States History II
BCIS 1305 Business Computer Applications	^C GOVT 2305 Federal Government
^{*C} Language, Philosophy and Culture Core Elective	^C ENGL 1302 Composition II
BUSI 2311/2305 Business Statistics	^{*C} Any 1 Credit Core Elective Course
^C ECON 2301 Principles of Macroeconomics	
Total Semester Hours: 19	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: 129

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.
 - ^C 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.
 - ^T Degree availability varies by campus; consult www.tarleton.edu for more information.